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### **AR230**

### AR230 Managing Customer Billing, Receivables and Customer Payments - District Court

### **Course Overview**

Cash register transactions are transmitted into GEARS via the bus interface for local accounting - Circuit Court and District Court. These transactions are processed in the Billing and Accounts Receivable modules in GEARS.

The GEARS Billing and Accounts Receivable modules help you plan, manage, and track the Judiciary's revenue and billing activities related to cash register transactions.

This course discusses processing of cash register transactions in GEARS for the following types of transactions for District Court. You can record revenue allocation and customer payments, and process local accounting revenue transactions such as deferred payments, bond forfeitures, and return of Escrow. Assigned GEARS users can:

- Record revenue allocation and customer payments
- Process Local revenue disbursements
- Generate the Fund Allocation Report (FAR)
- Revenue Allocation Adjustments
- Process return of escrow
- Process bond forfeitures
- Process deferred payments
- Process bad checks (Case related)

### **Course Outline**

The following sections and lessons provide step-by-step instructions on processing revenue allocation and payment recording for District Court cash register transactions in GEARS.

- Course Audiences and Prerequisites
- Lesson 1: Reviewing GEARS Billing and Accounts Receivable Concepts
- Lesson 2: Understanding Key Order-to-Cash System Processes
- Lesson 3: Processing Cash Register Interface to Billing and AR
- Lesson 4: Processing Escrow Transactions
- Lesson 5: Processing Deferred Payments
- Lesson 6: Processing Bond Forfeitures
- Lesson 7: Processing Bad Checks (Case Related)
- Lesson 8: Processing Local Revenue Disbursements
- Lesson 9: Processing Revenue Refunds
- Course Summary

### Course Audiences and Prerequisites

### Audience(s)

The Judiciary audiences for this course are:



District Court - Courts Only

### **GEARS Role(s)**

This course is intended for Judiciary employees with the following GEARS role(s):

- BI Customer Maintenance
- BI Specialist
- AR Specialist

### **Prerequisites**

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- AR100 Understanding GEARS Billing and Accounts Receivable Processes

### Lesson 1: Reviewing GEARS Billing and Accounts Receivable Concepts

### **Lesson Overview**

In this lesson, you will review fundamentals of the Billing and Accounts Receivable modules in GEARS related to the Order-to-Cash (OTC) business processes.

### **Lesson Objectives**

After completing this lesson, you should be able to understand the following concepts and how they fit into the OTC business processes:

- Billing and Accounts Receivable Integration Points
- OTC Business Units
- OTC Customers
- Bills and Bill Lines
- Deposits

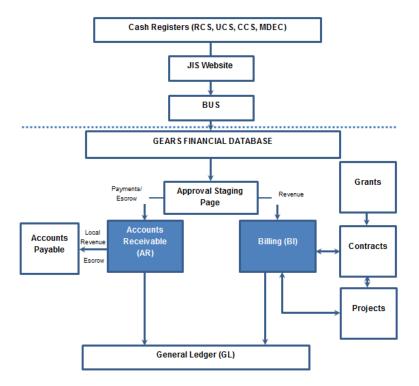
### 1.1 Reviewing Accounts Receivable and Billing Integration Points

After completing this topic, you will be familiar with:

• The components of the GEARS Billing and Accounts Receivable modules and how these modules integrate with other GEARS modules

The diagram below highlights the billing and accounts receivable integration overview.





Cash Register / JIS Website / BUS – Cash register transactions process outside of GEARS.

**Approval Staging Page** – The Approval Staging Page will display a summary of all transactions for a given date by Batch County, District and Location level.

Billing – Billing sends pending items (bills that need to be paid) to Accounts Receivable.

**Accounts Receivable** – In Accounts Receivable, payments are applied to the pending items or bills.

**Project Costing, Contracts, and Grants** - The Grants module integrates with Project Costing and Contracts. All payments owed to the Judiciary from Federal Sponsors are calculated in Contracts and is recorded as a bill in GEARS Billing.

**Accounts Payable** – When you are distributing local revenue refund and return of escrow payments to customers, Accounts Receivable sends these refund transactions to Accounts Payable for vendor payment (NOTE: when receiving refunds, Customers become Vendors).

**General Ledger** – The GEARS Receivables module sends accounting entries created from the bills (invoices) to GEARS General Ledger . The GEARS Billing module sends a listing of all accounting entries that are created for invoices to General Ledger.



### 1.2 Understanding Order-to-Cash Business Units

After completing this topic, you will be familiar with:

- GEARS Order-to-Cash (OTC) business units
- How business units are used to process Judiciary Billing and Accounts Receivable transactions

### **Business Units**

In GEARS, a business unit represents a collection of transactions. Each GEARS module (General Ledger, Accounts Receivable, Billing, Accounts Payable, etc.) has its own business unit structure. For OTC specifically, a business unit represents a collection of invoices while a receivable business unit represents a collection of customer balances. The Billing and Accounts Receivable business units are configured to use the same value (represented as "JUDXX" where "XX" represents the batch agency).

In GEARS Billing and Accounts Receivable modules, there are several categories of business units for District Court to use:

- Judiciary
- District Courts
- Traffic Processing Center

A description of each business unit type is provided in the table below.

OTC Business Unit	Description
Judiciary	Also known as "MDJUD". This business unit is the default business unit which is used to track all accounting entries in the General Ledger. This business unit is also known as the "Business Unit GL" on some Billing and Accounts Receivable pages.
	Accounts Payable also defines an "MDJUD" business unit to track payable obligations that interact with the State.
Circuit Court	There are twenty-four (24) business units defined to track the revenue and payment activity for each circuit court (24).
Shoult South	Each business unit is defined as "JUDXX", where the "XX" represents the Judiciary batch agency. For example, "JUD06" represents Carroll County Circuit Court.
Traffic Processing Center	One (1) business unit ("JUD77") is defined to track the revenue and payment activity for the Traffic Processing Center.

### 1.3 Understanding Customers

In GEARS, a customer generally represents an individual or entity that has a debt to be paid to the Judiciary. GEARS defines these customers as "Bill To" customers to reflect that they may be invoiced or hold a balance that requires attention.

After completing this topic, you will be familiar with:

•

the definition of a customer in GEARS

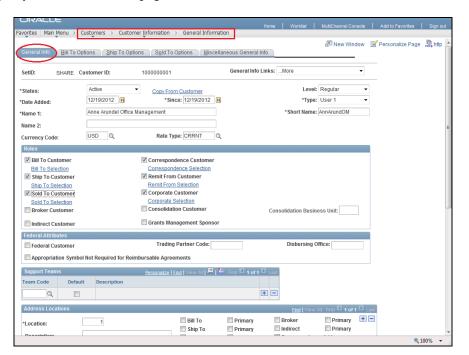
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the pages used to enter/update and maintain customers in GEARS

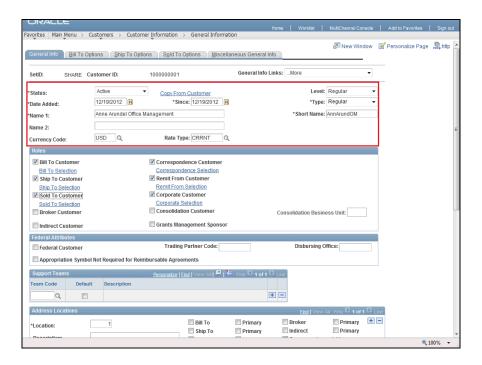
### **Procedure**

In this topic, you will review the pages used to enter/record GEARS Customer information.



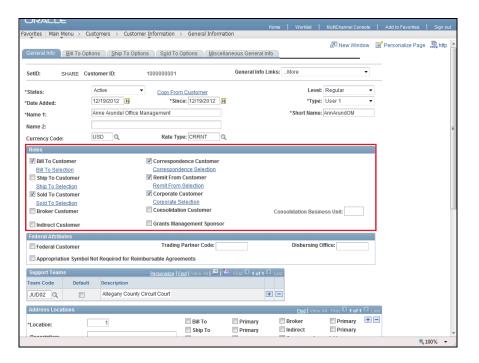
Step	Action
1.	The <b>Customer Information - General Information</b> is where you add and/or review customers' names and level information and to assign associated roles. You can also enter one or more addresses for customers and assign descriptions to each location.
	While there are several pages available for customer setup, the Judiciary will utilize the main <b>General Information</b> page to track the following key information such as name, address information, and other key attributes.





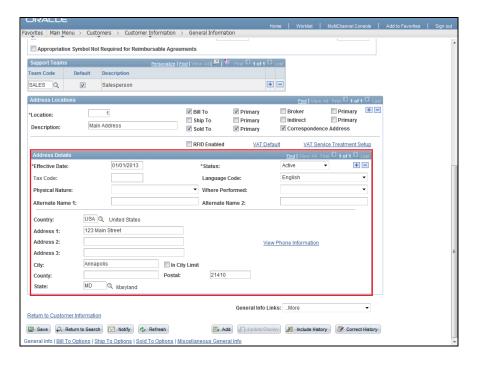
Step	Action
2.	In this example, the name of this customer is 'Anne Arundel Office Management'.
	Status is always 'Active'.
	<b>Date Added</b> - controls the effective dates of the Judiciary's related records. When entering manual transactions, be sure the <b>Date Added</b> is equal to the invoice date for that customer.
	Since Date - defaults to the date transaction is added.
	Levels - should remain as the default, "Regular".
	Short Name - defaults to the first 10 characters of the Customer's Name.





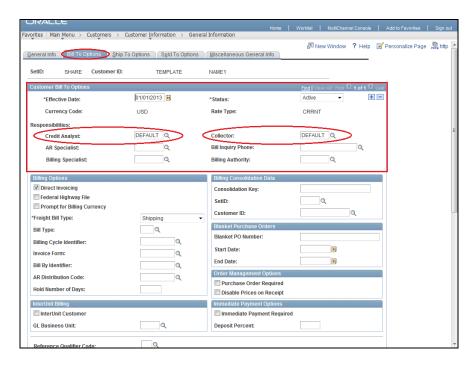
Step	Action
3.	Customer roles determine the functional use of the customer ID. Customer information is associated with specific customer roles. You can use the <b>Roles</b> section of the <b>Customer General Information</b> page to maintain information that applies to multiple customer roles and to select those roles.  In order to enter an invoice for a customer, a customer has to be established in the system as a "Bill To Customer". The other roles that should be checked for each Customer created in GEARS are (1) "Sold To Customer", (2) "Correspondence Customer", (3) "Remit From Customer", and (4)"Corporate Customer".





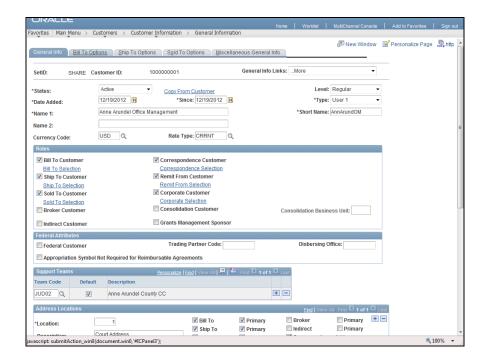
Step	Action
4.	The <b>Address Details</b> section displays the address details (i.e., address effective date, status of the address, language, and the address) of that location.
	When entering address, be sure to populate the <b>Effective Date</b> of the address, <b>Status</b> . <b>Country</b> , <b>Address 1</b> , <b>City</b> , <b>State</b> , and <b>Postal</b> code.





Step	Action
5.	There are two fields on the <b>Bill To Options</b> page that must be populated and is a requirement when setting up new customers. <b>Customer Bill To Options - Responsibilities</b> section displays the two fields (1) Credit Analyst and (2) Collector. You must select 'DEFAULT' from the dropdown menu. If these fields are left blank when you attempt to save a new customer in the system, an error message will appear.
	system, an error message will appear.





Step	Action
6.	You have successfully completed the <i>Understanding Customers</i> topic.
	You have learned to: - review the pages used to enter/record GEARS Customer information.  End of Procedure.

### 1.4 Understanding Billing

Billing is the process of recording revenue to be collected from Judiciary customers. GEARS Billing processes billing information to create invoices to customers. Customers include (1) Court Customer and (2) Local Customer.

After completing this topic, you will be familiar with:

• the pages used to view/enter/modify invoices and bill lines in GEARS Billing.

A bill is an invoice to a customer who owes the Judiciary money. Each bill has a header and at least one bill line. Bill lines contain what you are billing for, the amount, and the revenue accounting information. In GEARS, bills are created through the following processes:

- Cash Register daily cash register transactions loaded into GEARS from the BUS (The Enterprise Services BUS Backoffice Interface) Interface
- Local Revenue local revenue disbursements
- Online Entry manual entry of an invoice by a GEARS user

The following tables list the bill statuses, bill type identifiers, and invoice form listed on a bill.



<u>Bill Status</u> - Invoices (bills) in GEARS may be assigned various statuses based on the state of that invoice. The Bill Statuses in GEARS Billing are as follows:

Bill Status Description	Code in GEARS Billing
1. Canceled	CAN
2. Finalized	FNL
3. Hold Bill	HLD
4. Invoiced Bill	INV
5. New	NEW
6. Pending Approval	PND
7. Ready to Invoice	RDY
8. Temporary	TMP
9. Temporary Ready Bill	TMR

<u>Bill Type Identifier</u> - bills are identified by a "Bill Type" in GEARS Billing. The Bill Types in GEARS Billing are as follows:

	Bill Type Identifier Description	Code in GEARS Billing
1.	Employee Advances	ADV
2.	Bad Checks	BAD
3.	Bond Forfeiture	BND
4.	Data Conversion	CNV
5.	Criminal Case	CRM
6.	Civil Case	CVL
7.	Deferred Payment	DFR
8.	Escrow	ESC
9.	Expenditure Credit	EXP
10.	Grants Management	GM
11.	Licenses	LIC
12.	Land Records	LND
13.	Local Revenue Disbursements	LRV
14.	Other	ОТН
15.	Revenue Refund	RFD
16.	Traffic	TRF
17.	Transcript	TRN
18.	Deferred Traffic	DFT

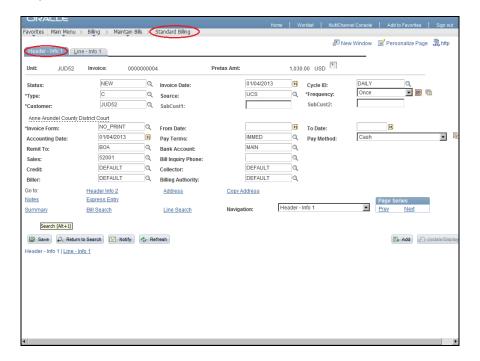
**Invoice Form** - the template used for printing the invoice.



Invoice Form Description	Code in GEARS Billing
Bad Check	BAD CHECK
Bond Forfeiture	BONDFORFTR
Deferred Payment	DEFERPAY
4. Escrow	ESCROW
5. Contracts Only	GRANTS
6. No Print	NO PRINT
7. Contracts Only	PS/CA
8. Projects with Contract Info	PS/OM
Projects by Employee Name	PS/PSA01
10. Projects by Project & Activity	PS/PSA02
11. Project Details	PS/PSA03
12. Generic XML Publisher Example	XMLPUB
13. Contract Only	XP PS/CA
14. Generic XML Publisher	XP PS/GEN
15. Order Mgmt Example	XP PS/OM
16. Projects with Contract Info	XP PS/PC
17. Projects by Employee Name	XP PS/PSA1
18. Projects by Employee Name	XP PS/PSA2
19. Projects by Project & Activity	XP PS/PSA3

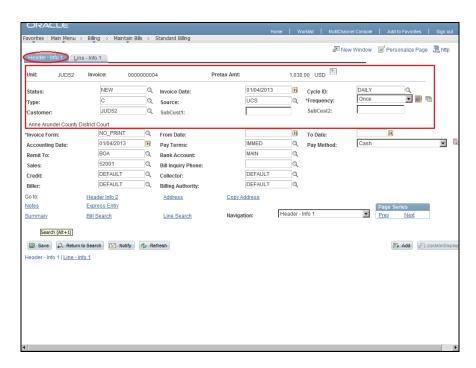
### **Procedure**

In this topic, you will review the pages used to view/enter/modify invoices and bill lines in GEARS Billing.



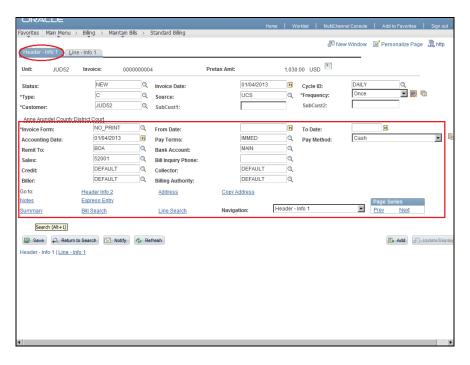


Step	Action
1.	The <b>Standard Billing - Header - Info 1</b> page displays the invoice.
	In this example, we are viewing <b>Invoice</b> # 0000000004 for customer, JUD52 - Anne Arundel County District Court.



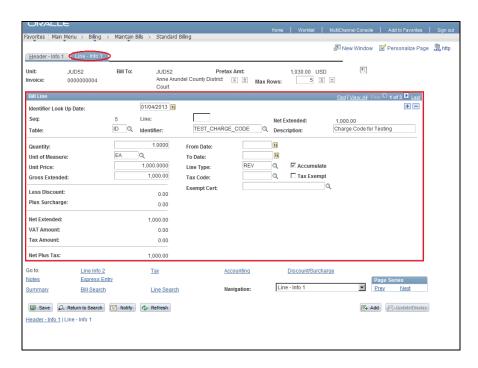
Step	Action
2.	The <b>Header - Info 1</b> page displays the general header information for invoices such
	as:
	- Unit (Batch Agency)
	- Invoice (invoice number)
	- Pretax Amt (total amount of invoice)
	- Status (invoice status)
	- <b>Type</b> (type of invoice)
	- Invoice Date
	- Customer
	- Source
	- Cycle ID (billing cycle)
	- Frequency (e.g., Installment, once, Recurring)





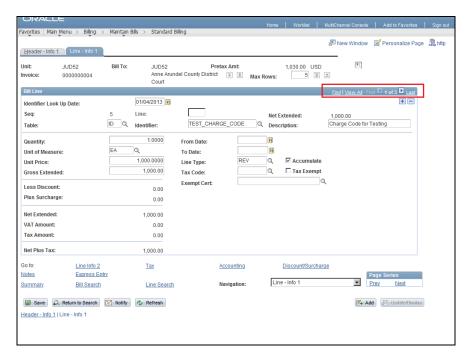
Step	Action
3.	Other header information key components on the <b>Header - Info 1</b> page include:  - Invoice Form  - Accounting Date  - Remit To  - Pay Terms (e.g., Immediately, Net 15, Net 90, Net 180)  - Bank Account  - Pay Method (e.g., Cash, Check, Credit Card, Debit Card, Draft, Electronic Fund Transfer)



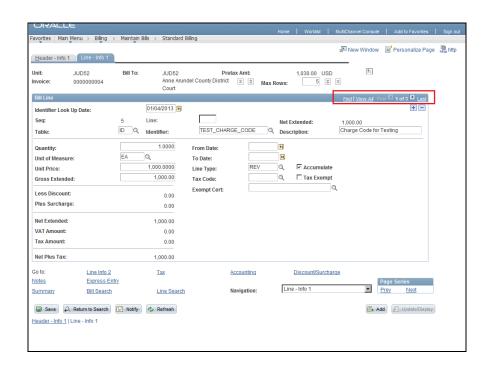


Step	Action
4.	The <b>Line - Info 1</b> page displays the bill lines for the invoice. Bill lines contain what you are billing for ( <b>Identifier</b> ), the amount ( <b>Gross Extended</b> ), and the revenue accounting information ( <b>chartfields</b> ). The invoice may have one or more bill lines.
	In this example, there are a total of 3 bill lines.



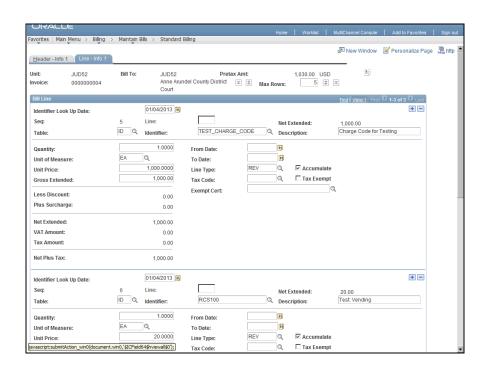


Step	Action
5.	The number of bill lines is indicated in the top right corner of the <b>Bill Lines</b> section.



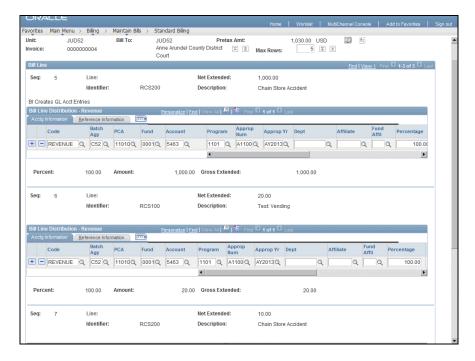


Step	Action
6.	The View All link allows you to see all bill lines on one page.

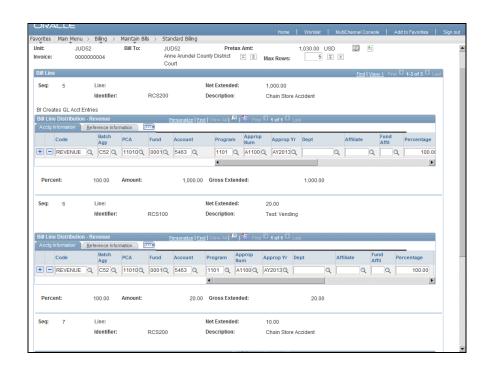


Step	Action
7.	Click the Accounting link.
	Accounting





8. Accounting entries for ordinal bill lines and bill line adjustments display on the Accounting Entries page.





Step	Action
9.	You have successfully completed the <i>Understanding Billing</i> in GEARS Billing.
	You have learned to: - review the pages used to view/enter/modify invoices and bill lines in GEARS Billing. End of Procedure.

### 1.5 Understanding Deposits and Payments

When customer payments are received they are recorded in the GEARS Accounts Receivable module. Generally, payments are recorded on a single deposit. At the Judiciary, deposits are created manually or through an interface. All deposits are recorded on a **regular deposit**. A regular deposit is created through the following processes:

### • BUS interface

Entering deposits through Regular Deposit entry provides a full range of payment identification and search features that allow users to take advantage of the powerful payment worksheets. Payments are identified as they are entered indicating any customer or identifying information used to match the payment with the open item.

This topic reviews how customer payments are recorded on a regular deposit.

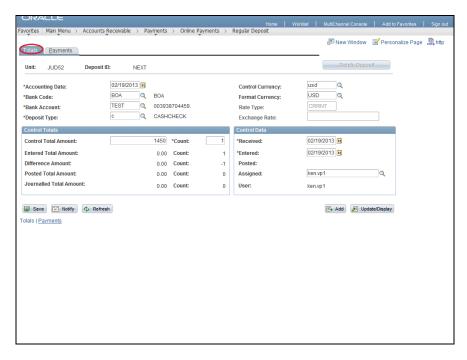
After completing this topic, you will be familiar with:

- How customer payments are applied in Accounts Receivable
- The pages used to record a regular deposit in GEARS

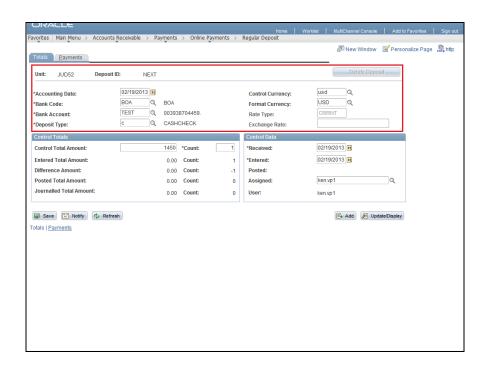
### **Procedure**

In this topic, you will review a regular deposit recorded in Accounts Receivable.



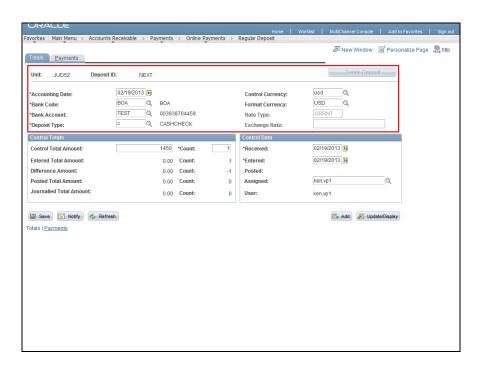


Step	Action
1.	The <b>Totals</b> displays the accounting date, banking information, deposit type, and deposit totals.



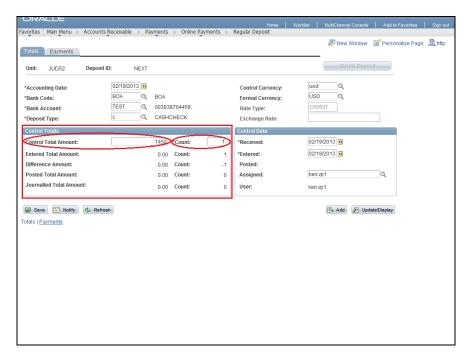


Step	Action
2.	The unit displays at the top of the page. The Deposit ID is assigned by the system upon saving the deposit. If the deposit was created by interface, there would be a Deposit ID already assigned.

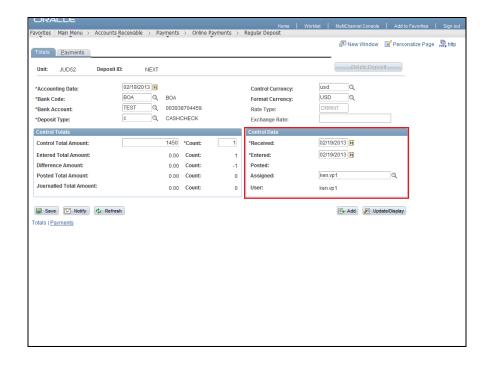


Step	Action
3.	Other fields at the top of the page include the following:
	- Accounting Date - Bank Information (code, bank account) - Deposit Type (check, credit card, grant wire)



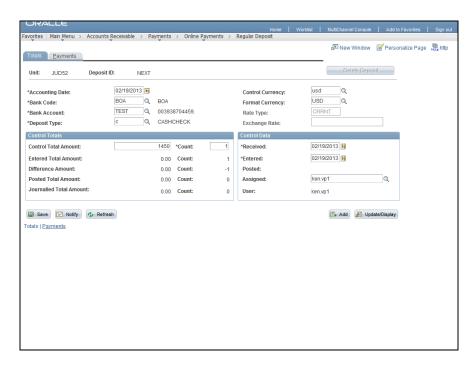


4. The Control Totals section displays the total amount of the deposit and the number of payments (count) included in the deposit. The number of payments (count) must equal the total control amount.



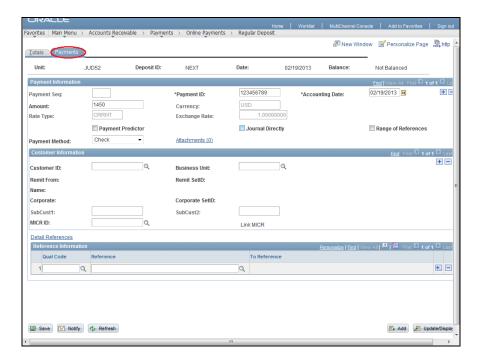


Step	Action
5.	The Control Data section displays the date that the deposit was entered and
	received and the source.

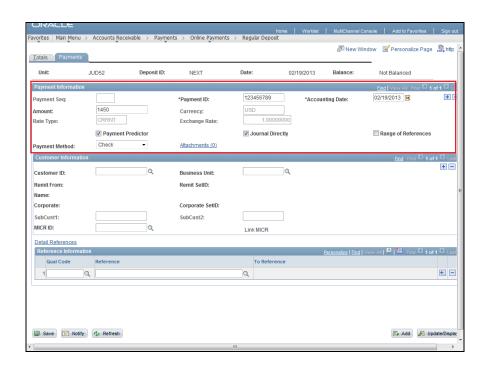


Step	Action
6.	Click the <b>Payments</b> tab.  Payments



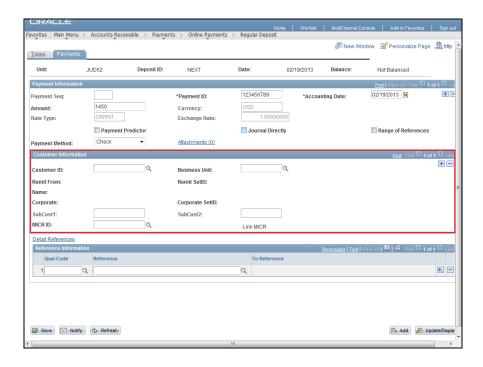


7. The **Payments** tab displays the payments recorded in the deposit. All payments must equal the **Control Total Amount** on the **Totals** page.



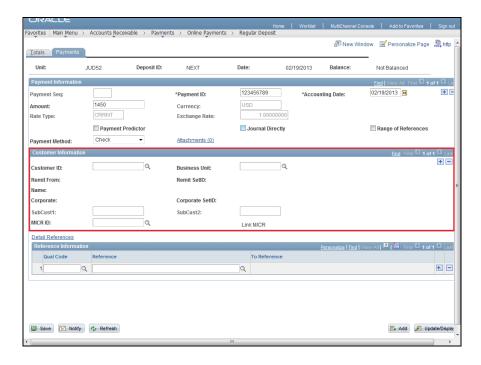


Step	Action
8.	The <b>Payment Information</b> section lists the amount of a payment, the payment ID, the payment method, and accounting date.
	The <b>Payment Predictor</b> checkbox is selected for local accounting customer payments.
	The <b>Journal Directly</b> checkbox is selected for deposits recorded via the Maryland State Treasury Interface.



Step	Action
9.	The <b>Customer Information</b> section displays the customer associated with the payment. When you enter a regular deposit manually, you must select a customer to attach to the regular deposit.
	When regular deposits are created through an interface, the customer information section is automatically populated with the customer information.





Step	Action
10.	You have successfully completed the <i>Understanding Deposits and Payments</i> topic.
	You have learned: - How customer payments are applied in Accounts Receivable - The pages used to record a regular deposit in GEARS
	End of Procedure.

### Lesson 2: Understanding Key Order-to-Cash System Processes

### **Lesson Overview**

In this lesson, you will review some of the key system processes that are used to record Circuit Court Local Accounting transactions and the associated accounting impacts in GEARS.

### **Lesson Objectives**

After completing this lesson, you should be familiar with the following OTC concepts and processes:

- The BUS Interface and the Approval Staging Page
- The Billing Interface
- Revenue Allocation and Charge ID maintenance
- The Single Action Invoice multi-process job



### 2.1 Understanding the BUS Interface and the Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the Staging Approval page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS Staging Approval Page is a key link between JIS and GEARS in that all transactions must be approved on this page before they can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users access to the appropriate Batch Counties.

### **Key Components of the GEARS Staging Approval Page**

The GEARS Staging Approval page summarizes all data that has been submitted though the JIS Website page and presents it by County, District, Location and ZDate. The following key fields and functionality will be provided to support review and approvals:

	Item	Description
1.	County	Determines which county's data will appear
2.	ZDate	The date the register was closed out / reset. This typically represents one day of transactions.
3.	Amount	The amount for all the transactions residing in the staging table for the county, district, location and date. This will be used to make sure the totals for the day tie to the close out reports.
4.	Cash Treasury Code	A number pre-printed on a deposit slip that must be placed on the record that goes back to the State for them to match the deposit with bank information. The Treasury Code is not captured by the register since it is part of the deposit and is done after the registers have been closed / reset). The Treasury Code will be entered on the page and placed on all the transactions where the method of payment is Cash or Check and the revenue is deposited into the State account. The Cash Treasury Code is always required.
5.	Process Selected Dates	A check box to indicate the desire to process the transactions for this date. Only transactions that have not been processed will display on this page. Once selected, they will be moved to an archive table for processed transactions.
6.	Delete Selected Dates	Used to delete all the transactions for a given County, District, Location and Date. This feature is included to allow for deletion of a day's worth of transactions in the event incorrect information was sent through the BUS. Use of this button will only be used in the case of a resend of the data.
7.	Run Button	Used to kick off the batch process to extract the approved transactions from the staging table and load them to the Billing Interface, Archive and Payment tables and create Customers, as needed.
8.	Page Edits	The page will automatically validate that any Treasury Code has not been used within the current fiscal year (for the specified Batch Agency/District/Location Id or the user will be presented with an error message and will not let the user select that transaction for processing.

This topic reviews the key components of the Staging Approval Page in GEARS.

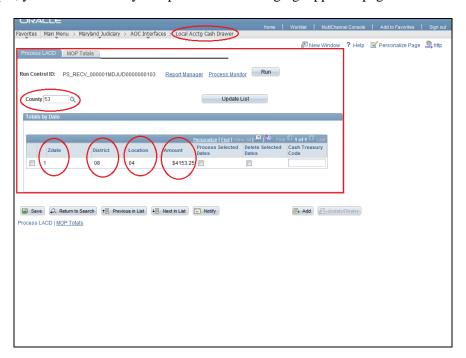
After completing this topic, you will be able to:

Review the key components of the Staging Approval Page in GEARS

### **Procedure**

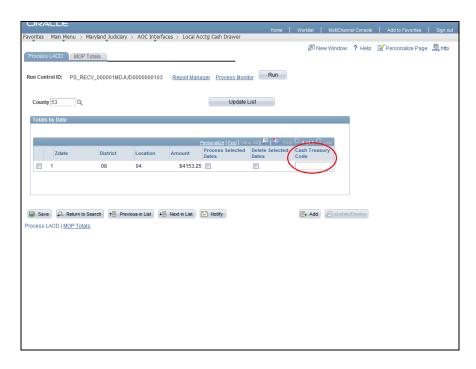


In this topic, you will review key components of the Staging Approval page in GEARS.



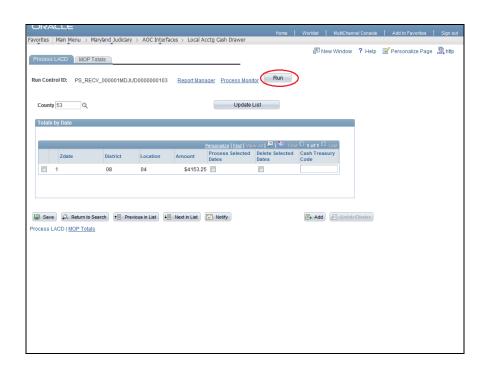
Step	Action
1.	The GEARS <b>Staging Approval</b> page summarizes all data that has been submitted through the JIS Website page.
	The data is presented in GEARS by County, District, Location, and Zdate.
2.	If the data and totals match, select <b>Process Selected Dates</b> . If the data and totals do not match, select <b>Delete Selected Dates</b> .





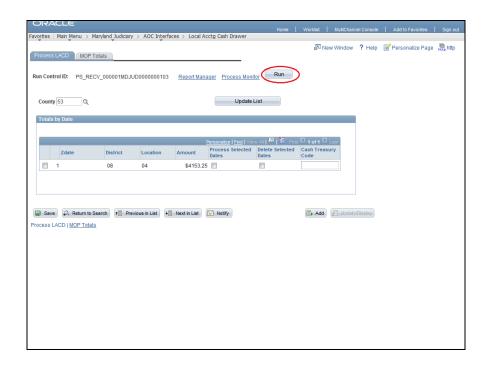
Step Action

3. Once you verify that the data and totals (Zdate, Batch Agency, amounts) are correct, you enter the treasury code in the Cash Treasury Code field.





Step	Action
4.	After you have entered the Cash Treasury Code, you select <b>Run</b> .
	By selecting <b>Run</b> , this process initiates a batch process that allocates revenue, creates customers, creates bills, and creates the FAR report.



Step	Action
5.	You have successfully completed the <i>Understanding the Staging Approval Page</i> topic.
	You have learned to: - review the key components of the Staging Approval page in GEARS  End of Procedure.

### 2.2 Understanding the Billing Interface

Revenue transactions approved on the **Staging Approval** page must be loaded into the Billing Interface tables in order to generate invoices in the Billing module. The Billing Interface consolidates the transactions and creates invoices within Billing in order to support downstream processing and reporting.

### What is the Billing Interface?

The **Billing Interface** is a staging area for all billing activity from external sources. GEARS Billing allows you to enter bills online or to import billing activity through the Billing Interface from external billing sources such as the BUS interface or the Project Costing (for Grants



Sponsor billing). The majority of bills that GEARS Billing creates come from the Billing Interface. GEARS uses online bill entry primarily for low-volume and miscellaneous billings.

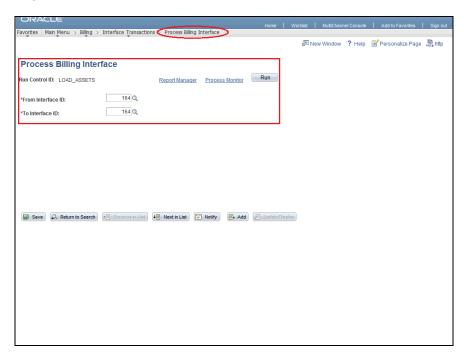
This topic reviews the run control page used to run the Billing Interface process in GEARS Billing.

After completing this topic, you will familiar with:

• the Billing Interface run control page

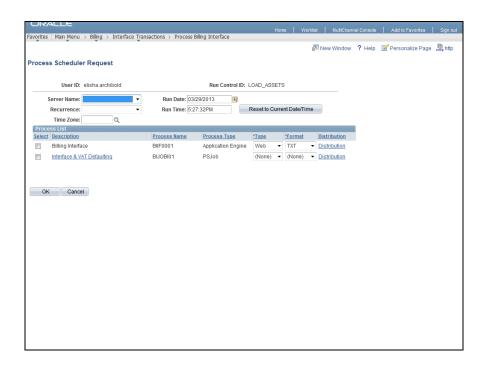
### **Procedure**

In this topic, you will review the page used to run the Billing Interface Run Control page in GEARS Billing.



Step	Action
1.	The <b>Process Billing Interface</b> page allows you to import billing activity from external billing sources such as order management or project costing.
	This page allows you to set interface parameters before running the Billing Interface process. Using a run control ID, you will enter the <b>From Interface ID</b> and the <b>To Interface ID</b> , and then select <b>Run</b> .
	<b>NOTE:</b> if interface activity within the Interface ID range has been previously process successfully; it will not be available to be selected for processing again.





Step	Action
2.	You have successfully completed the <i>Understanding the Billing Interface</i> topic.
	You have learned to:
	- review the pages used to run the Billing Interface in GEARS  End of Procedure.

### 2.3 Understanding Revenue Allocation

All revenue transactions processed via the BUS Interface into GEARS will be revenue allocated within GEARS. After users enter a Treasury Code and approve the transactions on the **Staging Approval** page, the system will automatically allocate revenue based upon predefined rules for each **Business Unit** and **Charge ID**.

### What is a Charge ID?

Charge IDs are defined within GEARS to determine the revenue allocation rules for each court. Each cash register account code is mapped one-to-one to a GEARS Charge ID and controls the revenue rules for each item.

An example would be 'CCS1210' which represents "Licenses - Union Bridge". CCS1210 would be sent to GEARS, validated, and then follow the rules defined for that specific court.

### **Charge ID Page**

The Charge ID maintenance page allows the user access to maintain the rules for each Charge ID.



Specific fields of interest include:

- Bill Type categorizes each item
- Transaction Type determines the action to take for each item; including whether or not to process the data into GEARS
- Payment (Escrow)
- Revenue
- No Action
- Distribution ID / Revenue Splits determines the allocation rules for the specific item

### **How Revenue is Allocated?**

Assume a \$100.00 charge is posted on a receipt containing the code, RCS-280. Based upon the percentage rules defined for the Charge ID, GEARS will automatically generate the following transaction for this code:

- -\$90.00 against distribution code R-5460
- -\$10.00 against distribution code R-9588

If you need to make an adjustment to bill lines, you can make adjustments (e.g., reallocating revenue to another account) on the Standard Bill pages in GEARS Billing.

Local Accounting personnel will need to identify the invoice to adjust and to correct revenue allocation due to an incorrect Account Code used for a register transaction. The local accounting personnel will need to adjust the invoice with the total amount of revenue to re-allocate to another account calculated.

This topic reviews the Charge ID and the Standard Billing pages in GEARS Billing.

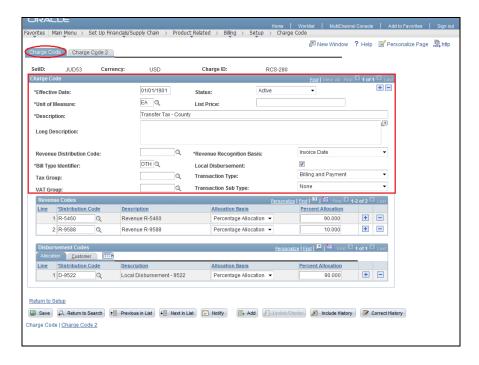
After completing this topic, you will be able to:

- Review the Charge ID page used to determine the revenue allocation rules for each court in GEARS Billing
- Review the Standard Billing page

### **Procedure**

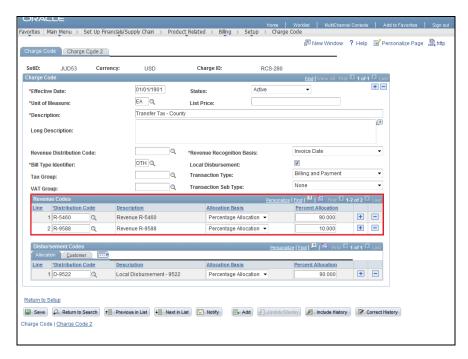
In this topic, you will review the Charge ID page and Standard Billing page used to determine the revenue allocation rules for each court in GEARS Billing.





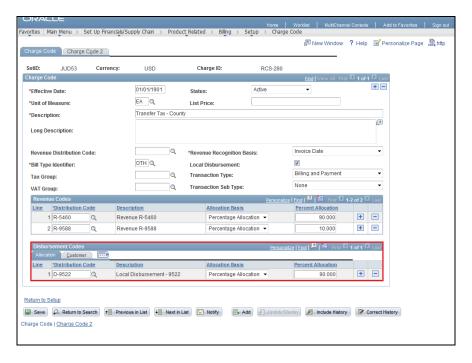
Step	Action
1.	The <b>Charge Code</b> page allows you to set up charge codes or to display existing charge codes. It allows you access to maintain the rules for each Charge ID.
	The <b>Charge Code</b> section displays information such as effective date, unit of measure, status, list price, description, bill type identifier for the charge code.



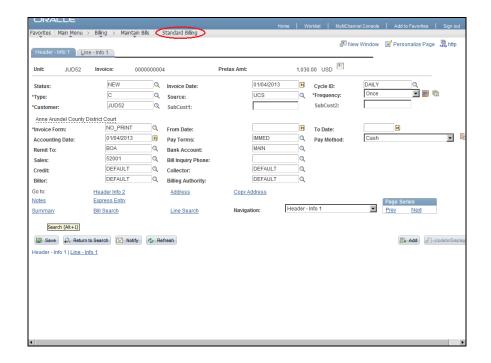


Step	Action
2.	The <b>Revenue Codes</b> section displays the distribution breakdown of the distributions, including distribution code, description, allocation basis (fixed or percentage), percent allocation. For percentage values the percentages must equal 100%.
	In this example, there are two distribution codes associated with this charge code, <i>RCS-280</i> , based on a percentage allocation of 90% for distribution code, <i>R-5460</i> and 10% for distribution code, <i>R-9588</i> .



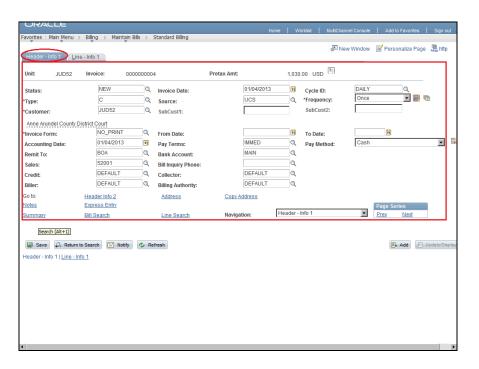


Step	Action
3.	The <b>Disbursement Codes</b> section displays the disbursement codes. These codes simplify the process of generating accounting entries by defining a valid combination of ChartField values.



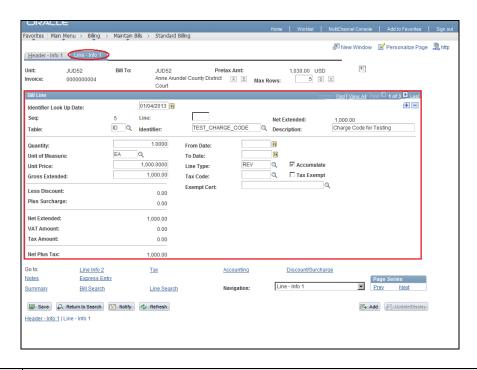


Step	Action
4.	Now, that the Charge ID Code has been set up, let's take a look at the Standard Billing page. The <b>Standard Billing</b> page is where you can, for example, reallocate revenue to another account.
	For example, if you discover that an incorrect revenue allocation was applied to an invoice, you would use the Standard Billing page to adjust and correct the revenue allocation.

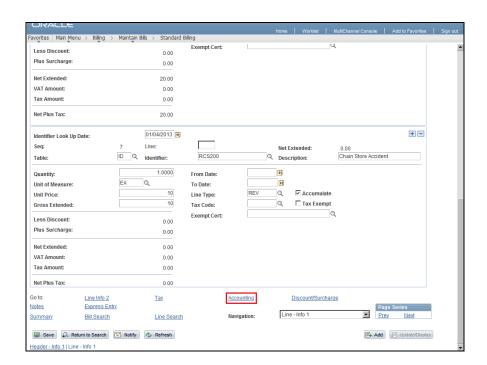


Step	Action
5.	The <b>Standard Billing Header - Info 1</b> page allows you to access and review general bill information at the header level.  Select the invoice date that you want to appear on the bill. If you specify a value that
	falls within a period that is currently closed in GEARS Billing and the accounting date is not specified, the system issues a warning



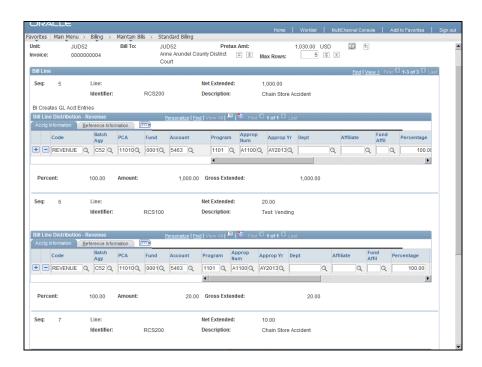


Step	Action
6.	The <b>Standard Billing - Line Info 1</b> page displays the bill lines for the invoice.
	The invoice may have one or more bill lines. The number of bill lines is indicated in the top right corner of the <b>Bill Lines</b> section.



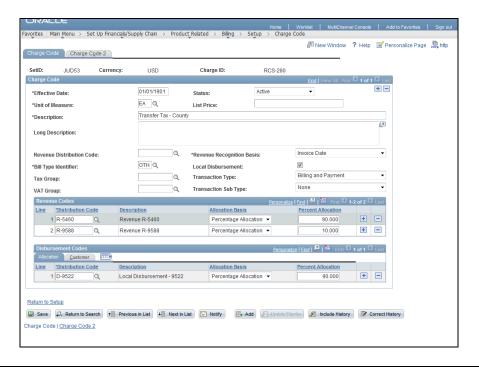


Step	Action
7.	If you scroll down the page, select, 'Accounting'. Selecting Accounting will take you to the page that displays the accounting entries for this invoice.
	Click the <b>Accounting</b> link.  Accounting



Step	Action
8.	Accounting entries for ordinal bill lines and bill line adjustments display on the
	Accounting Entries page.





Step	Action
9.	You have successfully completed the <i>Understanding Revenue Allocation</i> topic.
	You have learned how to:
	- enter/review the Charge ID page and the Standard Billing page in GEARS <b>End of Procedure.</b>

### 2.4 Understanding Single Action Invoicing

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger.

Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

- 1. The initial process finalizes and creates a printed document for the invoice.
- 2. The next process creates the accounting lines for the Revenue and Accounts Receivable distribution.
- 3. The last process loads the invoices into the pending AR customer files.

This topic reviews the run control page used to initiate the Single Action Invoice process request in GEARS Billing.

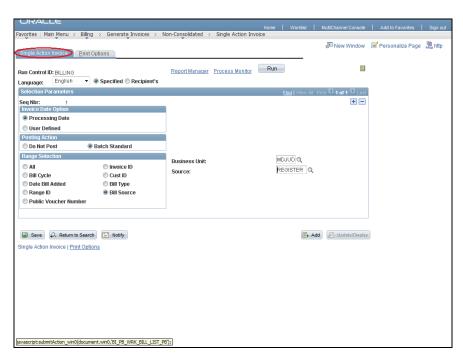
After completing this topic, you will be familiar with:



• the Single Action Invoice run control page used to process single-action jobs in GEARS

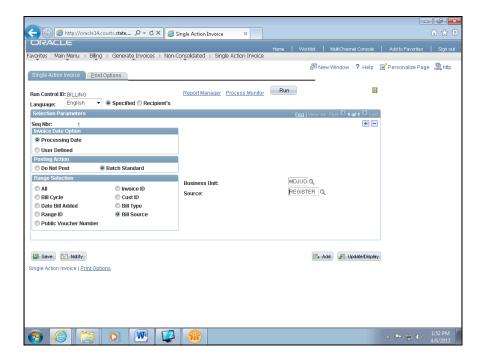
### **Procedure**

In this topic, you will review the **Single Action Invoice** page used to process the invoice finalization and load to receivables, general ledger, and payables for each court in GEARS Billing.



Step	Action
1.	On the <b>Single Action Invoice</b> process request page, you have to select process parameters including, invoice dates, options, posting action, and the bills or invoices that will be processed.
2.	The <b>Invoice Date Option</b> section selects the date that the invoice was created.  In this example, the Run Control will use the processing date to run the process.
3.	The <b>Posting Action</b> should always be Batch Standard.
4.	The <b>Range Selection</b> section allows you to select invoices to be processed with the single action invoice job.
	In this example, the Bill Source is selected which requires you to identify the source of the invoice. In this example, the invoices come from register transactions.
5.	Use the <b>Bills To Be Processed</b> icon to view the invoices selected for processing.
6.	To run the process, use the <b>Run</b> button at the top of the page.





Step	Action
7.	You have successfully completed the <i>Understanding Single Action Invoicing</i> topic.
	You have learned to:
	- review the page used to enter and run Single Action Invoicing in GEARS  End of Procedure.

### 2.5 Understanding the Receivable Update (ARUPDATE) Process

All OTC transactions are posted to the Billing and Accounts Receivable modules using the **Receivable Update** (**ARUPDATE**) job. The Receivable Update (ARUPDATE) multi-process job is responsible for posting items in Billing, payments and maintenance activities in Accounts Receivable. The process updates customer balances, updates item status, and creates accounting entries for a specified Business Unit and accounting date range.

It is important to note that when the Receivable Update job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

After completing this topic, you will be familiar with:

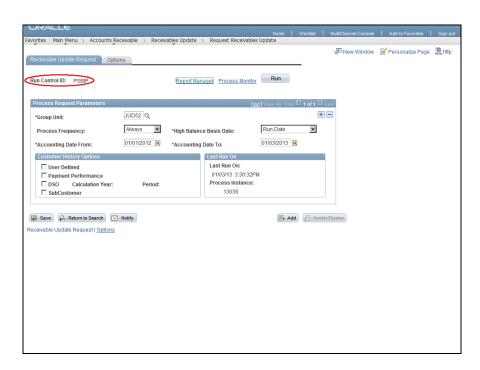
- How the Receivable Update process is used to update customer balances and other statuses in Billing and Accounts Receivable
- The Receivable Update Request page and process request parameters



### **Procedure**

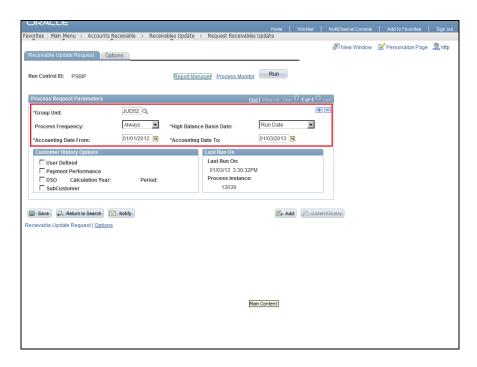
In this topic, you will review the **Receivable Update Request** page and the process parameters required to run the process.

Step	Action
1.	The <b>Request Receivables Update</b> (ARUPDATE) page posts items in Billing and
	payments and maintenance activities in Accounts Receivable.



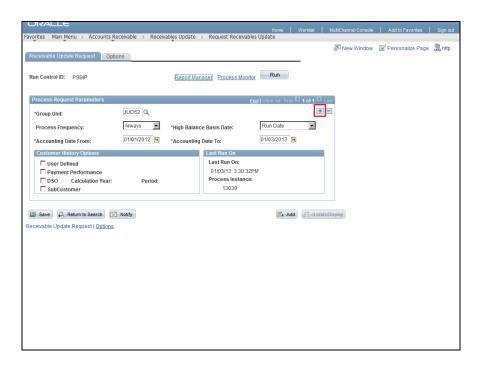
Step	Action
2.	The <b>Run Control ID</b> for the process displays at the top of the <b>Receivable Update Request</b> page.
	When you run the <b>Receivable Update</b> process for the first time, you will need to create a new run control ID. For subsequent runs, you can search for the run control ID that you have already created and use it to run the process.



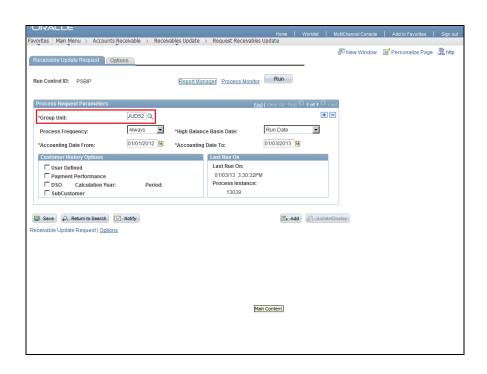


Step	Action
3.	In the <b>Process Request Parameters</b> section is where you enter and/or update the values in the <b>Group Unit</b> , <b>Process Frequency</b> , and <b>Accounting Date From/To</b> fields.
	The <b>Receivable Update</b> process will select all transactions set to post for the parameters selected on this page.



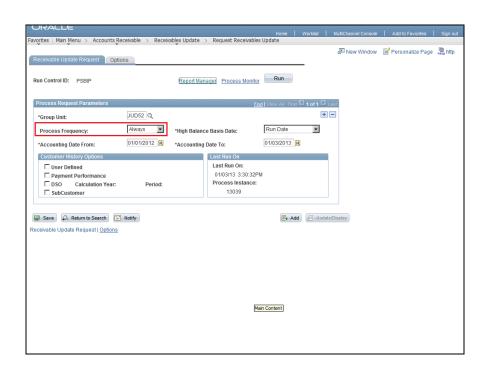


Step Action
 Users with authority can post more than one batch agency at a time by clicking the plus sign button and adding parameters for each Group Unit.



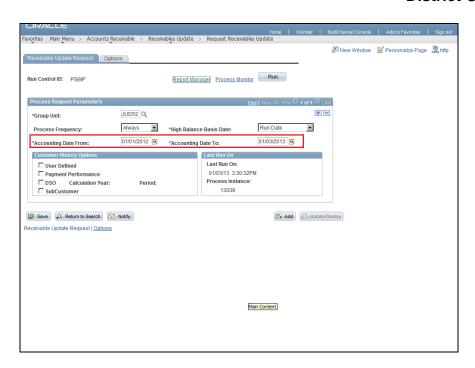


	Step	Action
Ī	5.	Enter the batch agency for which you are posting activity in the <b>Group Unit</b> field.

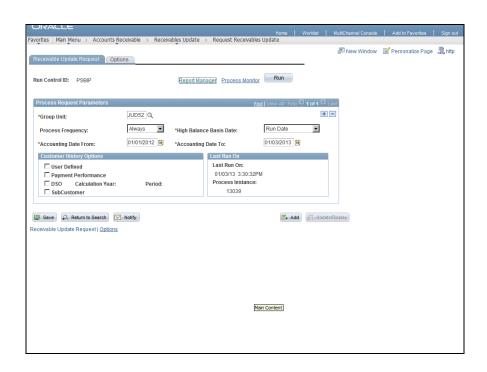


Step	Action
6.	You may choose from "Always", "Don't", and "Once" in the <b>Process Frequency</b> list.
	Typically, you will select "Always". You will run the <b>Receivable Update</b> for the <b>Group Unit</b> each time.
	<b>NOTE:</b> For users with authority to run the process for more than one <b>Group Unit</b> , you may not want to run <b>Receivable Update</b> for all units. You can change the process frequency to "Don't" for the units that you do not want to post.



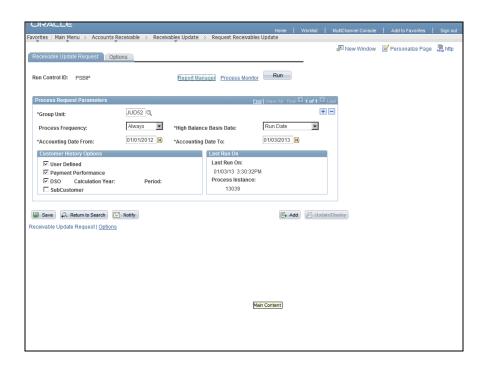


7. Enter the accounting date range of the activity to be posted in the **Accounting Date**From/To fields.





	Step	Action
Ī	8.	To schedule the process to run, click the <b>Run</b> button.
		Run



Step	Action
9.	You have successfully completed the <i>Understanding the Receivable Update</i> (ARUPDATE) Process topic.
	You have reviewed the <b>Receivable Update Request</b> page and process request parameters required to run the process. <b>End of Procedure.</b>

### Lesson 3: Processing Cash Register Interface to Billing and AR

### **Lesson Overview**

The Billing and Receivables modules in GEARS will collect data from each local court cash register (UCS, RCS, and standalone) through the Judiciary Information Systems (JIS) Back Office interface, called the "BUS", which aggregates and standardizes the data for collection in GEARS. Upon register Z out / reset, each court location will run the BUS interface (an on demand process). Local Accounting personnel will review transaction totals by Batch Agency, court location, and date, ensuring the BUS totals match that of the Z Report. Personnel will add the treasury number to cash and check transactions - this will carry forth on the Daily TRN (Transaction) file so GAD (General Accounting Division) can match the transaction with the bank deposit in FMIS (Financial Management Information System).



### **Lesson Objectives**

After completing this lesson, you will be familiar with:

- Allocating revenue using invoices
- How to record cash drawer deposits

### 3.1 Running the BUS Interface to Billing (Detail Side of Transaction)

### Running the BUS Interface to Billing (Detail Side of Transaction)

The Cash Register interface process will create a new bill in the GEARS Billing module. Each bill corresponds with a register receipt. The transaction code from the Cash Register will be mapped to a Charge Code in GEARS. Each Charge Code will have an appropriate Revenue Account(s) assigned. Upon completion of the Billing process (after the Single Action Invoice Process is run), the appropriate Revenue and Customer journal entries will be created. For case and traffic related transactions, the case or ticket number will be automatically entered in the Bill of Lading field.

In this section, you will use several pages within in the Billing module to run the BUS Interface to Billing (Detail Side of Transaction).

After completing this section, you will be able to:

- Enter the treasury code on the Staging Approval page
- Run the billing interface
- Run the FAR Report and verify the revenue allocation
- Adjust revenue allocation by bill line
- Change the status of bills en masse
- Run tech Single Action Invoice Process
- Run the AR Update

### 3.1.1 Entering the Treasury Code on Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the **Staging Approval** page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS **Staging Approval** page is a key link between JIS and GEARS in that all transactions must be approved on this page before these transactions can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users to access those Batch Counties where they have access.

You use the Staging Approval page to verify the accuracy of the data, including verifying that staging table totals match Z report totals (by court location and date). If the totals and data match, the next step is to enter Treasury Code per line item (which represents a court location on a specific date).



If the totals and data do not match, the discrepancy will need to be diagnosed, and the data will need to be wiped clean from the staging table, and the Cash Register Interface (BUS) will need to be re-run.

In this topic, you will use the **Staging Approval** page in GEARS Billing to enter the Treasury Code on the Staging Approval page.

After completing this topic, you will be able to:

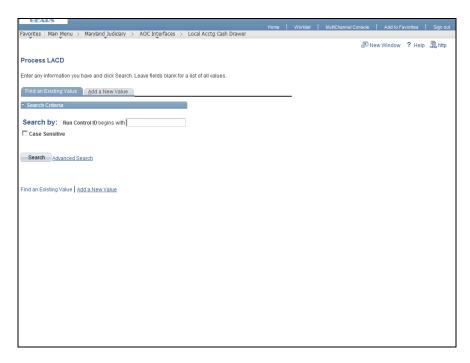
- Access the Staging Approval page and verify Z Report totals match totals in staging table by court location and date
- Enter the Treasury Code on the Staging Approval page

### **Procedure**

In this topic, you will learn how the BUS interface will transmit data from the cash register to the staging table.

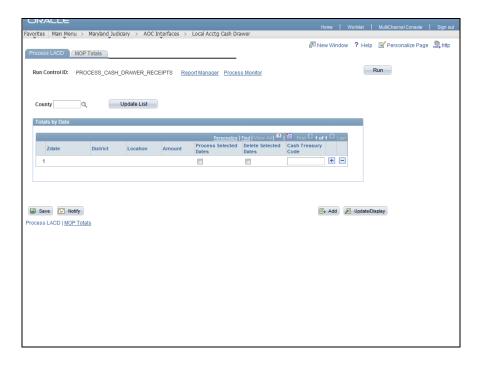
Step	Action
1.	Begin by navigating to the <b>Process LACD</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the Maryland Judiciary menu.
	Maryland Judiciary
3.	Click the AOC Interfaces menu.
4.	Click the Local Acctg Cash Drawer menu.
	Local Acctg Cash Drawer



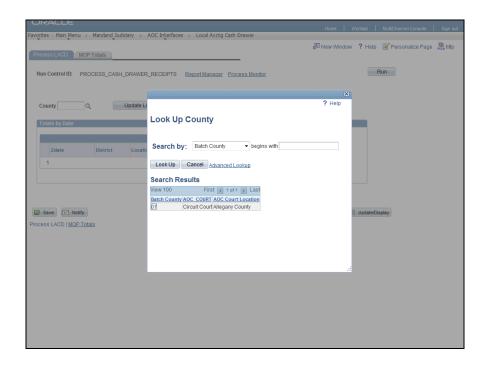


Step	Action
5.	The Local Accounting Cash Drawer - Process LACD search page displays.
	Clicking on Search will take you to the <b>Staging Approval</b> page.  Click the <b>Search</b> button.  Search





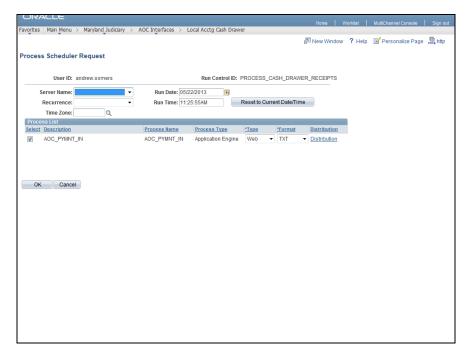
Step	Action
6.	The <b>Process LACD</b> page displays.
	Click the <b>Look up County</b> button.





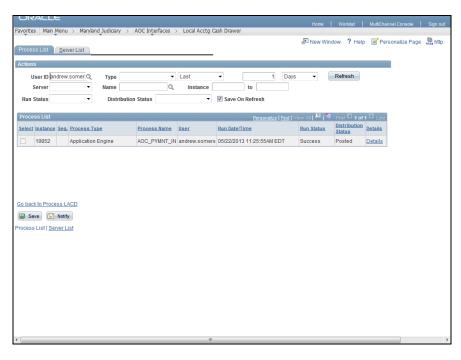
Step	Action
7.	The Look Up County window displays.
	Click the <b>01</b> link.
8.	Select <b>Update List</b> to obtain the cash register transaction(s) that were transmitted from the BUS Interface for that County.
	Click the Update List button.  Update List
9.	The list of cash drawer receipts to be verified and processed displays (by receipt date, district, location, and amount).
	Click the <b>Process Selected Dates</b> option for the second line item.
10.	Enter the desired information into the <b>Cash Treasury Code</b> field. Enter "123456" for example.
11.	Click the Save button.
12.	Selecting <b>Run</b> initiates a batch process that allocates revenue, creates customers, creates bills, allocates revenue, and creates the FAR report.
	Click the <b>Run</b> button.



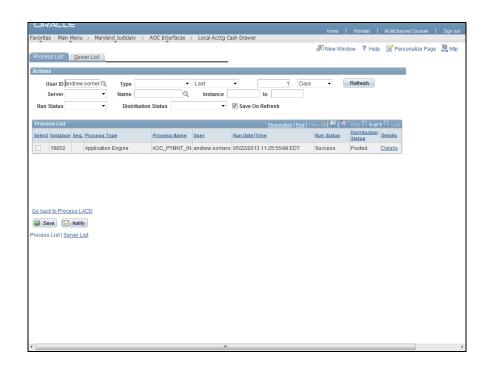


Step	Action
13.	The <b>Process Scheduler Request</b> page displays.
	Click the <b>OK</b> button.
14.	Click the <b>Process Monitor</b> link to see the transaction is in queue to be processed.  Process Monitor



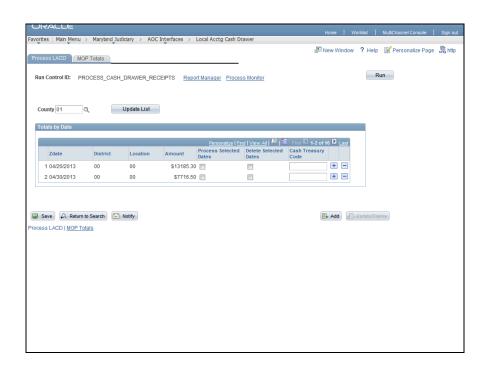


Step	Action
15.	The <b>Process List</b> displays.
	Click the <b>Refresh</b> button.





Step	Action
16.	The Run Status is now "Success" and the Distribution Status is now "Posted".
	Click the Go back to Process LACD link.  Go back to Process LACD
17.	We have returned to the <b>Staging Approval</b> page.
	Click the <b>Update List</b> button.  Update List



Step	Action
18.	Since we have successfully processed the previous transaction, the transaction no longer appears in the <b>Staging Approval</b> page.
19.	You have successfully completed the <i>Entering Treasury Code on Staging Approval Page</i> topic.
	You have learned to: - transmit data from the cash register to the staging table End of Procedure.



### 3.1.2 Running the Billing Interface

After the cash register data has been verified and run successfully in the staging table, the next step in the process is to load the cash register data from the staging table to the Billing module for subsequent processing. This process is performed by running the Billing Interface Process.

In this topic, we will demonstrate how to initiate the Billing Interface Process and includes the steps to verify that the process ran successfully.

After completing this topic, you will be able to:

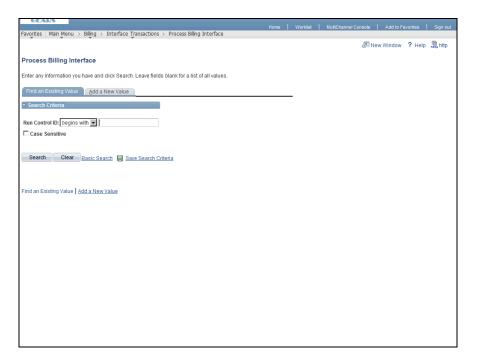
• Load staging table data into GEARS Billing by running the Billing Interface process

### **Procedure**

In this topic, you will learn how to run the **Billing Interface** successfully to load staging table data into GEARS Billing.

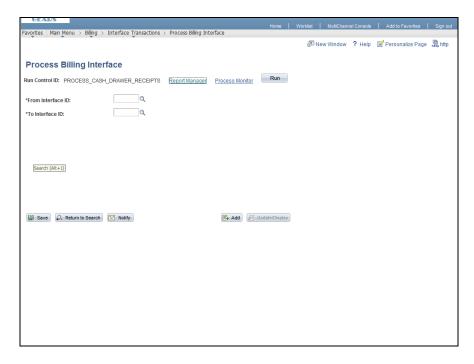
Step	Action
1.	Begin by navigating to the <b>Process Billing Interface</b> page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Interface Transactions menu.
	☐ Interface Transactions
5.	Click the Process Billing Interface menu.
	Process Billing Interface



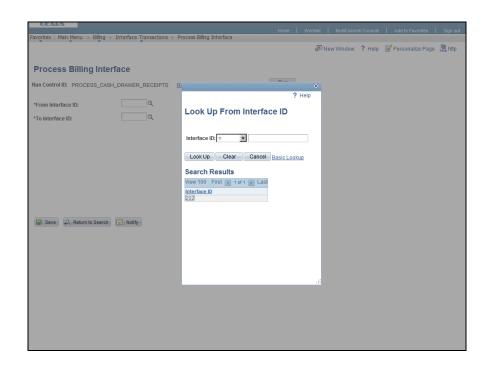


Step	Action
6.	The <b>Find an Existing Value</b> page displays. Use this page to enter your search criteria for the <b>Run Control ID</b> .
	<b>Note:</b> You will be brought directly to the Process Billing Interface page if your search only yields one result.
	Click the Search button.  Search



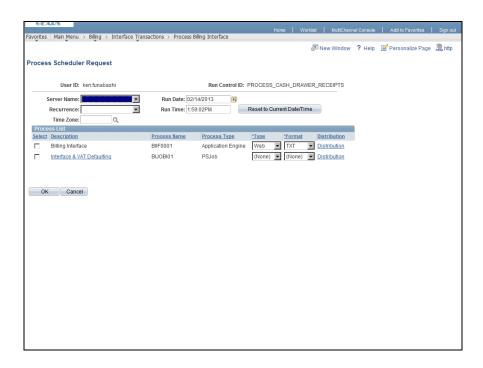


Step	Action
7.	The Process Billing Interface page displays.
	Click the <b>Look up From Interface ID</b> (Alt+5) button.





Step	Action
8.	The <b>Look Up From Interface ID</b> window displays. Use this page to enter search criteria.
	Click the 202 link.
	202
9.	The <b>From Interface ID</b> and <b>To Interface ID</b> fields are filled upon return to the <b>Process Billing Interface</b> page.
	Click the Save button.
10.	Click the Run button.



Step	Action
11.	The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.
	Click the <b>Select</b> option for <b>Billing Interface</b> .



Step	Action
12.	Click the <b>OK</b> button.
13.	Click the Process Monitor link.  Process Monitor
14.	The transaction shows in the <b>Process List</b> with a <b>Run Status</b> of "Queued" and a <b>Distribution Status</b> of "N/A".  Click the <b>Refresh</b> button.
	Refresh
15.	After the batch process successfully runs, the transaction <b>Run Status</b> will change to " <b>Success</b> " and the <b>Distribution Status</b> will change to " <b>Posted</b> ".
16.	You have successfully completed the <i>Run the Billing Interface</i> topic.  You have learned to: - successfully run the <b>Billing Interface</b> to load the staging data table into GEARS Billing.  End of Procedure.

### 3.1.3 Running the FAR Report, Verify Revenue Allocation

The FAR Report stands for **Funds Allocation Report**. Local Accounting personnel will use the FAR to review summarized accounting entries by PCA and Object prior to invoice finalization while there is still an opportunity to make adjustments prior to posting. The accounting entries are generated according to invoice, which corresponds to a register receipt.

After completing this topic, you will be familiar with how to:

- Generate the FAR Report
- Match allocation totals following Local Accounting's guidelines and business processes

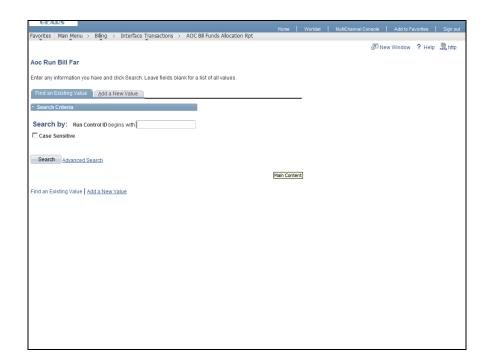
### **Procedure**

In this topic, you will generate the **FAR Report** and successfully perform and allocate totals.

Step	Action
1.	Begin by navigating to the <b>AOC Run Bill FAR</b> page.
	Click the <b>Main Menu</b> button.  Main Menu

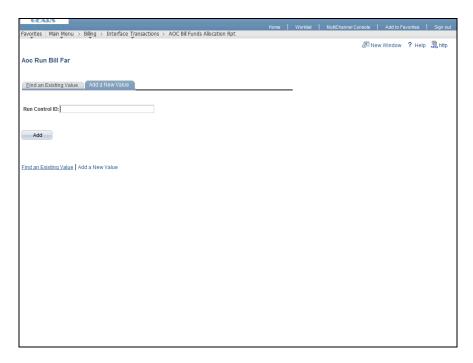


Step	Action
2.	Click the <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Interface Transactions menu.
	☐ Interface Transactions
5.	Click the AOC Bill Funds Allocation Rpt menu.
	AOC Bill Funds Allocation Rpt



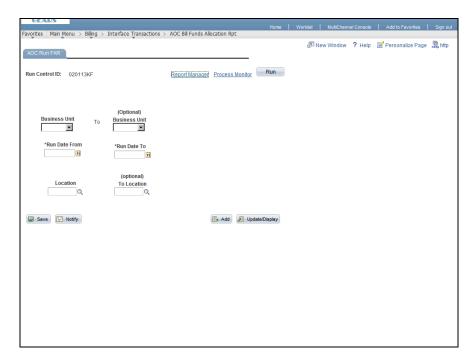
Step	Action
6.	The <b>AOC Run Bill Far</b> search page displays. Use this page to select the <b>Add a New Value</b> tab.
	Click the Add a New Value tab.  Add a New Value





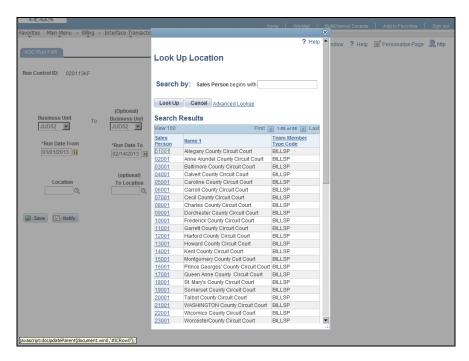
Step	Action
7.	The <b>Add a New Value</b> tab displays.
	Enter the desired information into the <b>Run Control ID</b> field. For this example, enter "020113KF".
8.	Click the Add button.





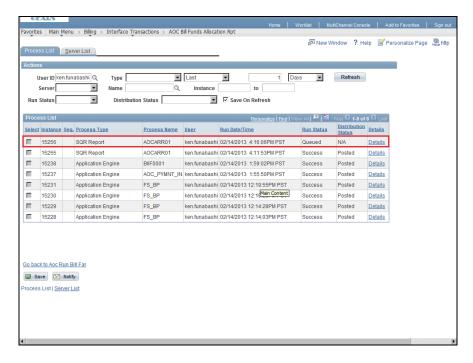
Step	Action
9.	The AOC Run FAR Report page displays.
	Click the <b>Business Unit</b> list.
10.	The <b>AOC Run FAR</b> page displays. Use this page to enter criteria to execute the report.
	Click the <b>JUD52</b> list item.  JUD52
11.	Click the (Optional) Business Unit list.
12.	Click the <b>JUD52</b> list item.  JUD52
13.	Enter the desired information into the <b>Run Date From</b> field. Enter "01/01/2013".
14.	Enter the desired information into the <b>Run Date To</b> field. Enter "02/14/2013".
15.	Click the Look up Location (Alt+5) button.





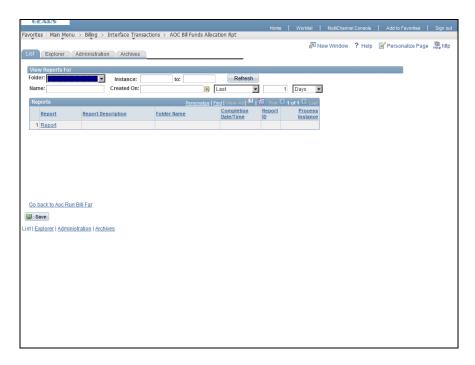
Step	Action
16.	The <b>Look Up Location</b> page displays. Use this page to enter search criteria.
	Click the <b>01001</b> link.
17.	Click the Look up (optional) To Location (Alt+5) button.
18.	Click the G002 link.
19.	Click the Save button.
20.	Click the <b>Run</b> button.
21.	The <b>Process Schedule Request</b> page displays. Use this page to enter and schedule your request.  Click the <b>OK</b> button.
22.	Click the Process Monitor link.  Process Monitor



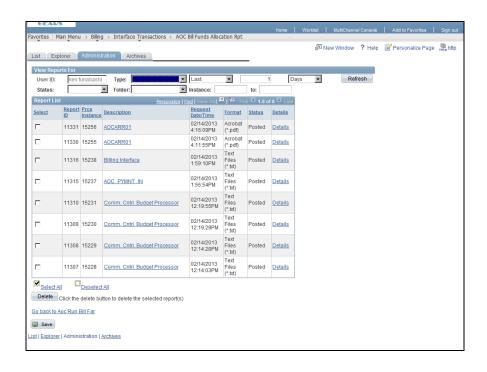


Step	Action
23.	The <b>Process List</b> displays.
	The transaction shows in the <b>Process List</b> with a <b>Run Status</b> of "Queued" and a <b>Distribution Status</b> of "N/A".
24.	Click the <b>Refresh</b> button.  Refresh
25.	Once the batch process runs successfully, the <b>Run Status</b> of the transaction changes to "Success" and the <b>Distribution Status</b> changes to "Posted".
	Click the Go back to Aoc Run Bill Far link. Go back to Aoc Run Bill Far
26.	Now, let's navigate to <b>Report Manager</b> .
	Click the Report Manager link. Report Manager





Step	Action
27.	The Report Manager List page displays.
	Click the Administration tab.  Administration





Step	Action
28.	The <b>Report List</b> - <b>Administration</b> page displays.
	Click the AOCARR01 link.  AOCARR01
29.	The Funds Allocation Report (FAR) displays in a new window.
	Print the report using your internet browser options, if desired.
30.	You have successfully completed the Run the FAR Report, Verify Revenue Allocation topic.
	You have learned to: - allocate totals - generate the FAR report
	End of Procedure.

### 3.1.4 Adjusting Revenue Allocation by Bill Line

In situations when incorrect revenue allocation is discovered, Local Accounting personnel will need to identify the invoice and associating bill lines to adjust in order to correct revenue allocation.

In this topic, you will use the **Standard Billing** page to adjust the value of the invoice on the bill line.

After completing this topic, you will be familiar with how to:

 Modify amounts in Revenue Allocation accounts by change the Charge Code by Bill Line

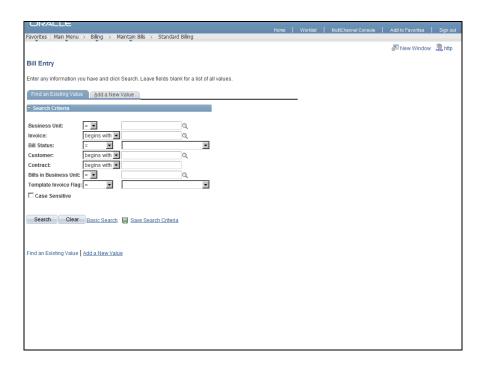
### **Procedure**

In this topic, you will learn how to modify the amounts in the **Revenue Allocation Accounts**.

Step	Action
1.	Begin by navigating to the <b>Bill Entry</b> page.
	Click the Main Menu button.
2.	Click the <b>Menu sort</b> button.

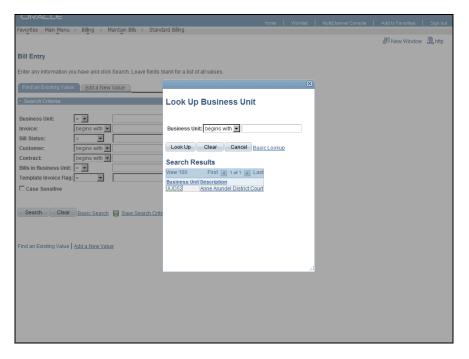


Step	Action
3.	Click the <b>Billing</b> menu.
	Billing →
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the <b>Standard Billing</b> menu.
	Standard Billing



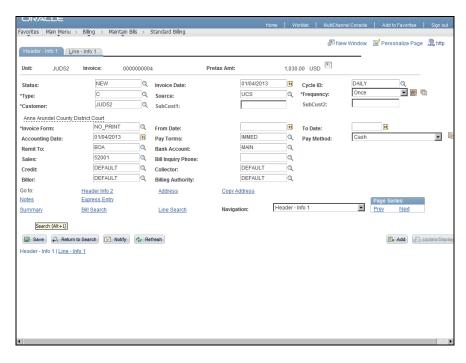
Step	Action
6.	The Bill Entry search page displays.
	Click the Look up Business Unit (Alt+5) button.



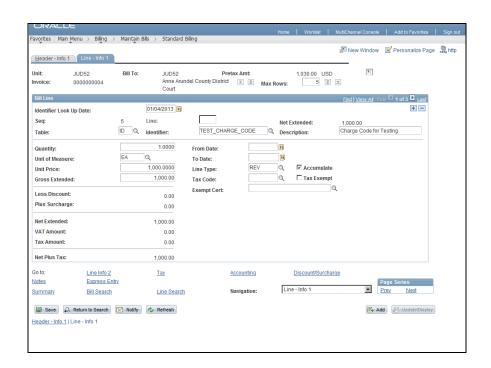


Step	Action
7.	The <b>Look Up Business Unit</b> page displays. Use this page to search and select criteria.  Select your Business Unit (Batch Agency). For this example, click <b>JUD52</b> .
	JUD52
8.	Click the Search button.  Search



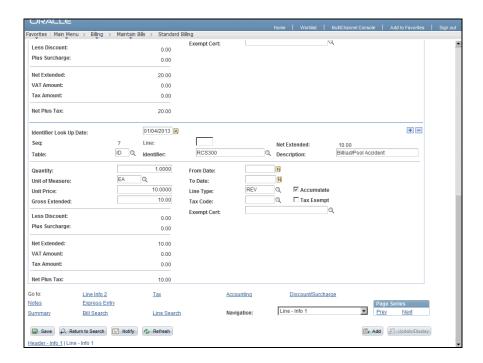


Step	Action
9.	The <b>Standard Billing - Header - Info 1</b> page displays.
	Click the Line - Info 1 tab.



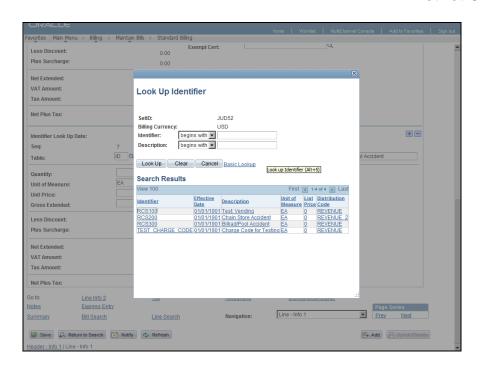


Step	Action
10.	The <b>Standard Billing - Line - Info 1</b> page displays.
	Click the View All link.  View Al
11.	All <b>Bill Lines</b> for the invoice display.
	Enter the desired information into the <b>Identifier Look Up Date</b> field. For this example, enter "01/04/2013".

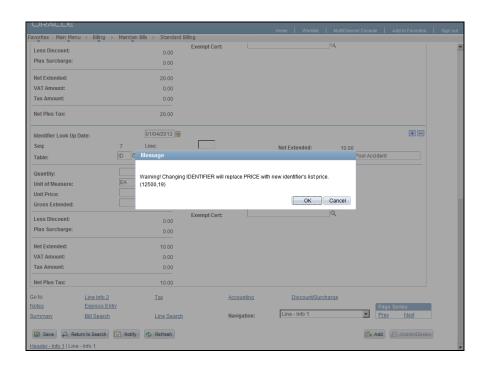


Step	Action
12.	Click the <b>Look up Identifier</b> button. This field houses the Charge Code.



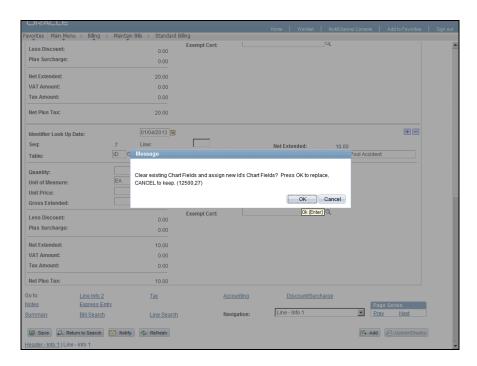


Step	Action
13.	The <b>Look Up Identifier</b> page displays. Use this page to search and select criteria.
	Select the appropriate Charge Code. For this example, click <b>RCS200</b> .  RCS200



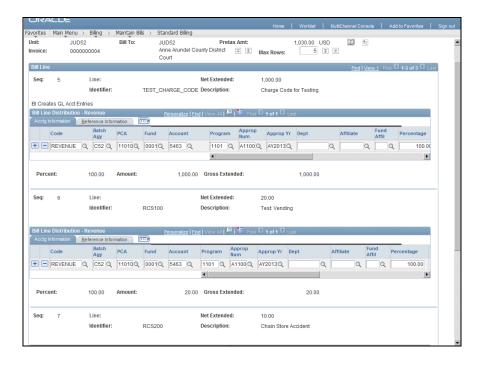


Step	Action
14.	Click the <b>OK</b> button.



Step	Action
15.	Click the <b>OK</b> button.
	This automated message is confirming that the accounting string will change as a result of updating the <b>Charge Code</b> , which adjusts revenue allocation as a result.
16.	Enter the desired information into the <b>Gross Extended</b> field. For this example, enter "10".
17.	Click the Accounting link.  Accounting





Step	Action
18.	The Accounting Lines page displays.
	Review the adjustment.
19.	Click the <b>Save</b> button.
	Rerun the <b>FAR</b> to ensure the revenue adjustment had the intended allocation impact.
20.	You have successfully completed the Adjust Revenue Allocation by Bill Line topic.
	You have learned to: - modify the amounts and allocate the totals.  End of Procedure.

### 3.1.5 Changing the Status of Bills

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

NOTE: There are two types of bills, (1) deferred payment tracking and (2) bad checks, that are saved in the system as placeholders and will never be changed to ready status.



In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

After completing this topic, you will be familiar with how to:

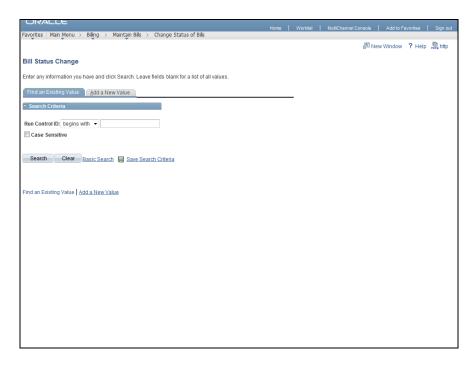
- Change the status of bills from 'New' to 'Ready' status
- Run and review the Invoice Status Change Report

#### **Procedure**

In this topic, you will learn how to change the **Bill Status** and generate a report for review.

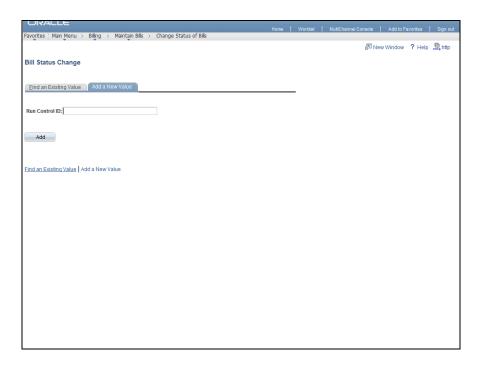
Step	Action
1.	Begin by navigating to the <b>Change Status of Bills</b> page.
	Click the <b>Main Menu</b> button.
2.	Click the <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the Change Status of Bills menu.
	Change Status of Bills





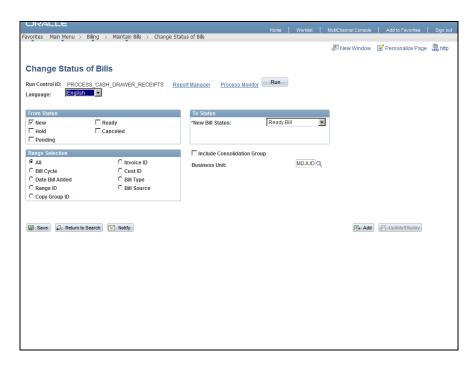
Step	Action
6.	The <b>Bill Status Change</b> search page displays. Use this page to select the tab that allows you to enter a new value or find an existing one.
	Click the Add a New Value tab.  Add a New Value





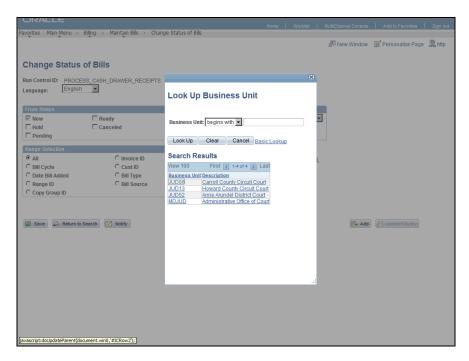
Step	Action
7.	The Add a New Value page displays.
	Enter the desired information into the <b>Run Control ID</b> field. For this example, enter " <b>PROCESS_CASH_DRAWER_RECEIPT</b> ".
8.	Click the <b>Add</b> button. This Run Control will be available subsequent to this initial add.  Add





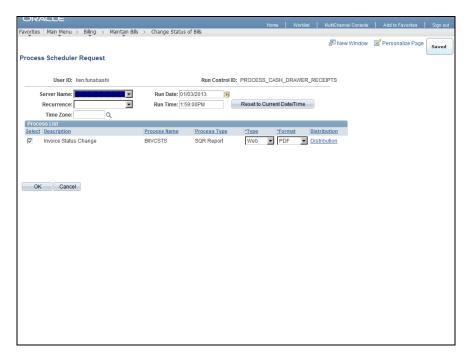
Step	Action
9.	The Change Status of Bills page displays.
	Ensure the value in the <b>New Bill Status</b> drop down field is "Ready Bill."
10.	Click the Look up Business Unit (Alt+5) button.



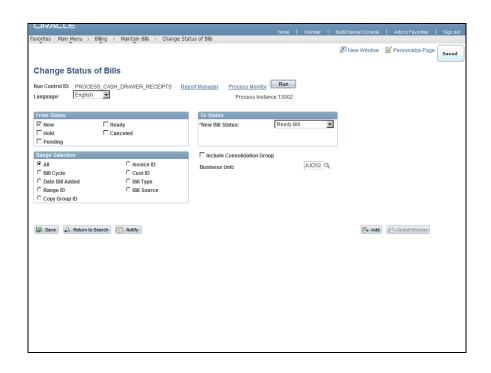


Step	Action
11.	The <b>Look Up Business Unit</b> page displays. Use this page to search and select your Business Unit (Batch Agency).  For this example, click <b>JUD52</b> .  JUD52
12.	Click the <b>Run</b> button.



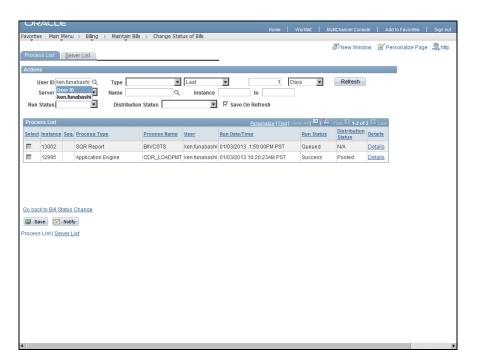


Step	Action
13.	The <b>Process Scheduler Request</b> page displays.  Click the <b>OK</b> button.
	OK



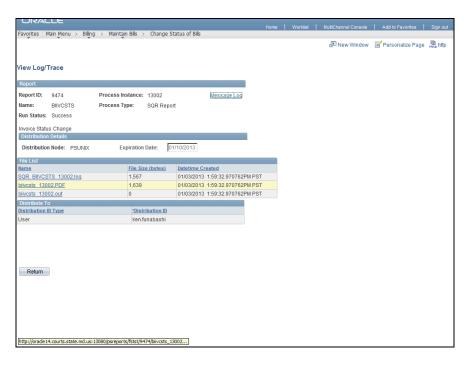


Step	Action
14.	Click the <b>Process Monitor</b> link.
	Process Monitor

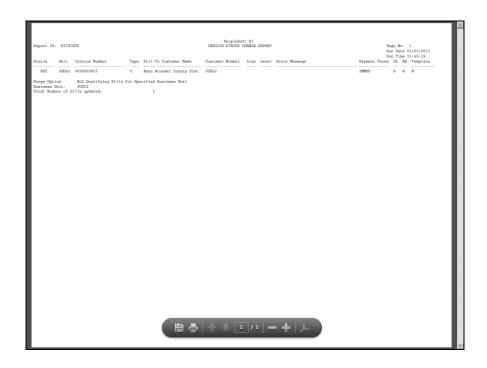


Step	Action
15.	The <b>Process List</b> displays.
	Click the <b>Refresh</b> button every 30 seconds or so, monitoring the <b>Run Status</b> and <b>Distribution Status</b> .
	For this example, click the <b>Refresh</b> button only once.  Refresh
16.	Click the <b>Details</b> link once the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted".  Details
17.	The <b>Process Detail</b> page displays.
	Click the View Log/Trace link.  View Log/Trace





Step	Action
18.	The View Log/Trace page displays.
	Click the biivcsts_13002.PDF link. biivcsts_13002.PDF





Step	Action
19.	The <b>Invoice Status Change Report</b> displays in a separate window. This report displays the bill(s) that were changed to a "Ready" status.
	Verify that the <b>Status</b> is "RDY".
20.	You have successfully completed the Changing the Status of Bills topic.
	You have learned to:
	- change the Bill Status
	- generate an Invoice Status Change report for review
	End of Procedure.

#### 3.1.6 Running the Single Action Invoice Process

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger. Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

- 1. The initial process, *Finalization*, creates the invoice and PDF file for printing
- 2. The next process creates the accounting lines for the Revenue and Accounts Receivable distribution.
- 3. The last process, *Load Invoices to AR* loads the invoices, which now have a status of "INV" (Invoiced), into the pending AR customer files

When the Single Action Invoice process completes, there are reports generated that lists the amount of each invoice that was a part of the batch. Also, the "Load GL Accounting Entries" and "Load AR Pending Items" reports are available for review in the process monitor.

NOTE: Bills must have a status of "RDY" (Ready to Invoice) before the Single Action Invoice process is run.

In this topic, you will use the Single Action Invoice pages to run the Single Action Invoice process.

After completing this topic, you will learn how to:

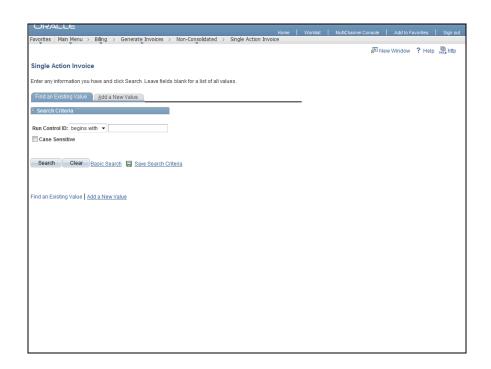
- Run the Single Action Invoice process
- View a bill status changed from 'RDY' (ready) to 'INV' (invoiced)

#### **Procedure**

In this topic, you will learn how to execute the single action invoice process.

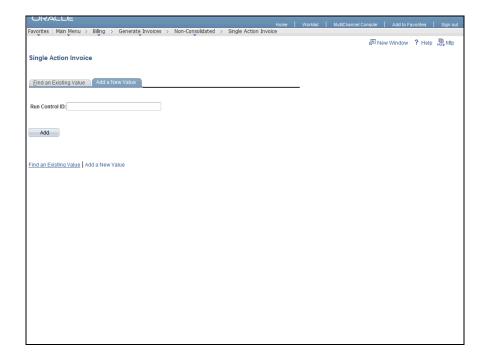


Step	Action
1.	Begin by navigating to the <b>Single Action Invoice</b> page.
	Click the <b>Main Menu</b> button.
2.	Click the <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Generate Invoices menu.
	☐ Generate Invoices ►
5.	Click the Non-Consolidated menu.
	Non-Consolidated ▶
6.	Click the Single Action Invoice menu.
	Single Action Invoice



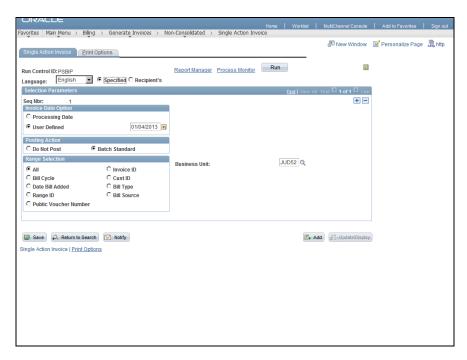


Step	Action
7.	The <b>Single Action Invoice</b> search page displays.
	Click the <b>Add a New Value</b> tab if there isn't an existing value available.  Add a New Value



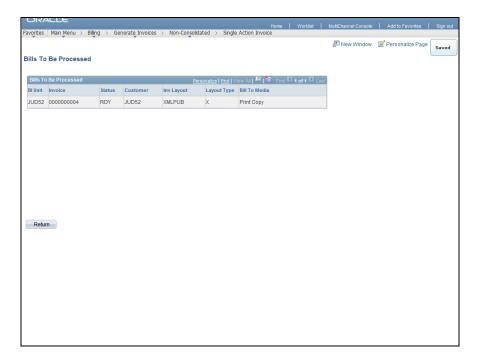
Step	Action
8.	The Add a New Value tab displays.
	Enter the desired information into the <b>Run Control ID</b> field. Enter "PS" followed by your initials. However, for this example, enter "PSBIP."
9.	Click the <b>Add</b> button.





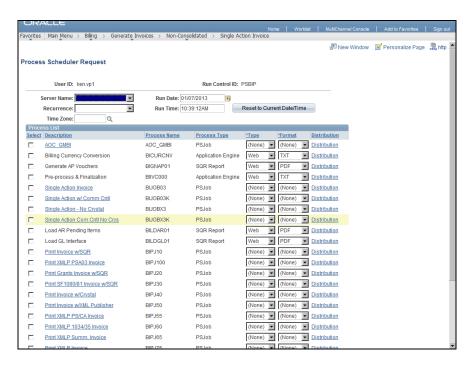
Step	Action
10.	The Single Action Invoice page displays.
	Click the <b>Processing Date</b> radio button.  C Processing Date
11.	Click the Bills To Be Processed icon.





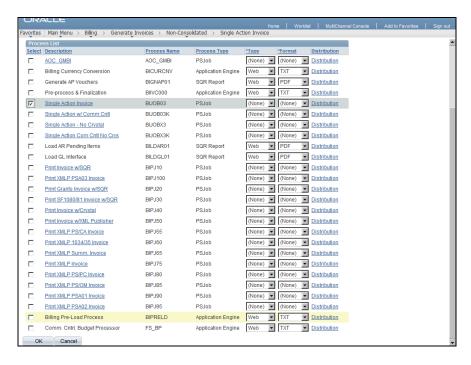
Step	Action
12.	The Bills to be Processed page displays.
	Verify the information that you previously entered. Click the <b>Return</b> button.  Return
13.	Click the <b>Run</b> button.
	Run



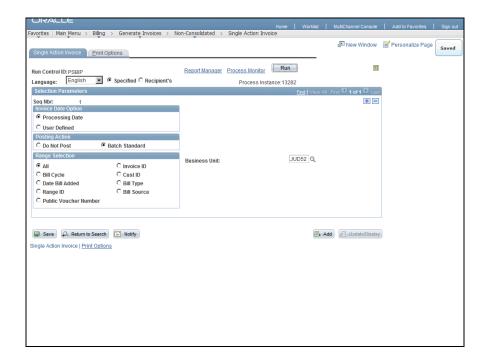


Step	Action
14.	The <b>Process Scheduler Request</b> page displays.
	Click the <b>Select</b> option for <b>Single Action Invoice</b> .
15.	Move the scrollbar downward.



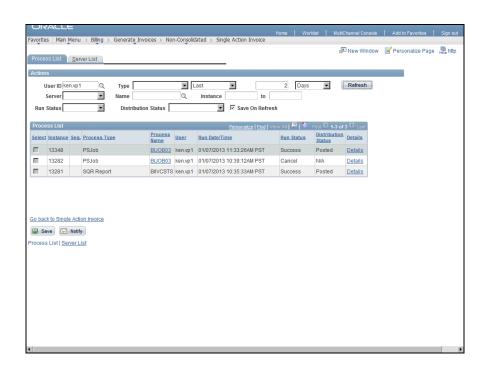


Step	Action
16.	Click the <b>OK</b> button.





Step	Action
17.	Click the <b>Process Monitor</b> link.
	Process Monitor



Step	Action
18.	The <b>Process List</b> displays.
	Click the <b>Refresh</b> button.  Refresh
19.	Click the <b>Save</b> button once the <b>Run Status</b> is "Success" and the <b>Distribution Status</b> is "Posted".  Save
20.	You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.  You have learned to: - execute the single action invoice process - generate report for review  End of Procedure.

### 3.1.7 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update** (**ARUPDATE**) process also posts any maintenance worksheets in



Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

After completing this topic, you will learn how to:

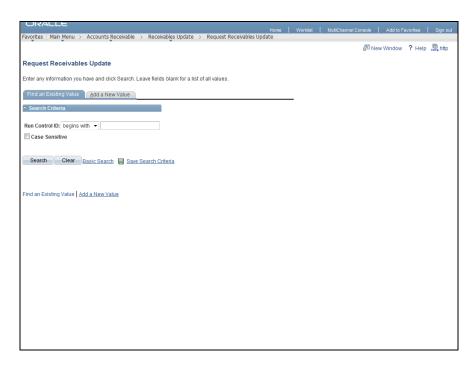
• Process the Run AR Update (ARUPDATE)

#### **Procedure**

In this topic, you will execute the **AR update** (**ARUPDATE**).

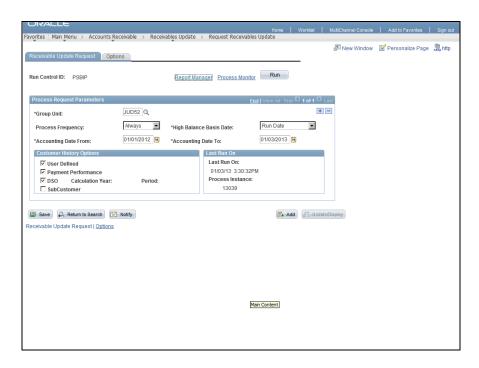
Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the Accounts Receivable menu.
	Accounts Receivable
3.	Click the <b>Receivables Update</b> menu.
	Receivables Update
4.	Click the Request Receivables Update menu.
	Request Receivables Update





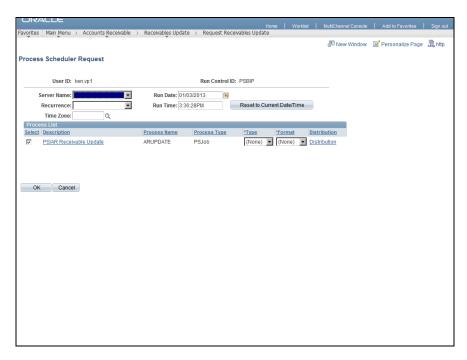
Step	Action
5.	The Request Receivables Update page displays.
	<b>NOTE:</b> If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.  lick the <b>Add a New Value</b> tab to add a new run control.
	Add a New Value
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	Click the <b>Add</b> button.





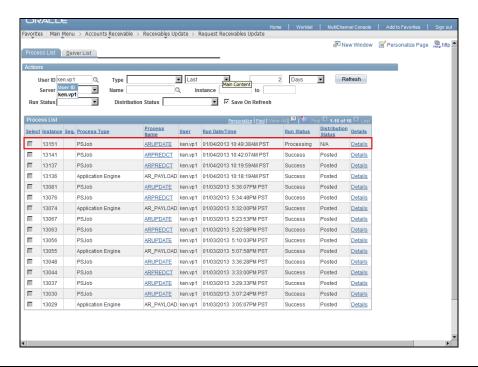
Step	Action
8.	Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.
	Click the <b>Run</b> button.





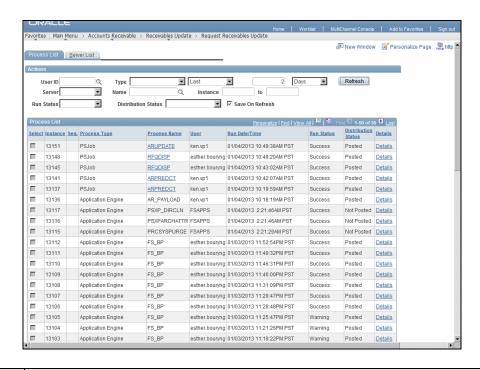
Step	Action
9.	The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.
	Click the <b>OK</b> button.
10.	Click the Process Monitor link.  Process Monitor





Step	Action
11.	The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "Processing" and <b>Distribution Status</b> is "N/A".  Click the <b>Refresh</b> button.  Refresh





Step	Action
12.	Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "Posted".
13.	You have successfully completed the <i>Run AR Update</i> topic.  You have learned to:
	- execute the AR Update process  End of Procedure.

### 3.1.8 Verify Escrow on Escrow Tracking Page

This topic will introduce how to ensure the BUS is accurately populated with escrow-related fields on the item.

After completing this topic, you will be able to:

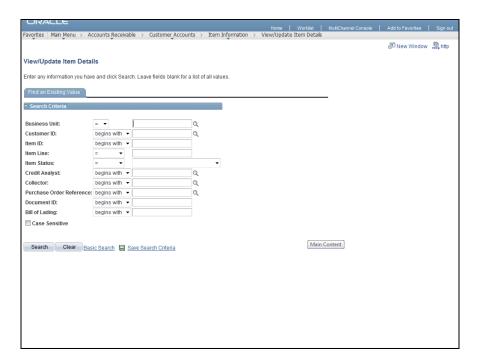
• Validate and update Escrow field values

#### **Procedure**

In this topic, you will verify that the BUS is accurately populated with the correct escrow-related fields.



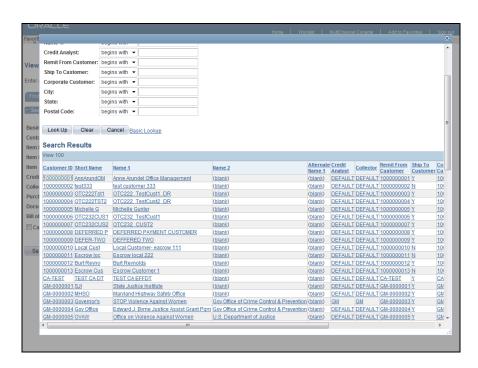
Step	Action
1.	Begin by navigating to the View/Update Item Details page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the Menu not sorted. Click to sort in ascending order. button.
3.	Click the Accounts Receivable menu.  Accounts Receivable
4.	Click the Customer Accounts menu.  Customer Accounts
5.	Click the Item Information menu.  Item Information
6.	Click the View/Update Item Details menu.  View/Update Item Details



Step	Action
7.	The View/Update Item Details search page displays.
	Enter the desired information into the <b>Business Unit</b> field. Enter "jud52".

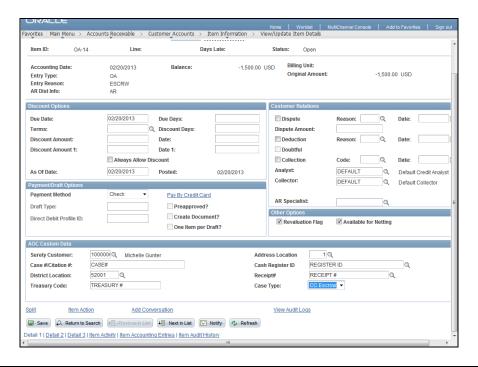


Step	Action
8.	Click the <b>Look up Customer ID</b> button.



Step	Action
9.	The <b>Look Up Customer ID</b> window displays.
	Select your local Escrow customer.
	Click the Escrow local 222 link.
	Escrow local 222
10.	Click the Search button.  Search
11.	Click on the applicable Item ID that you wish to view.
	For this topic, click the <b>OA-14</b> link.  OA-14





Step	Action
12.	The View/Update Item Details page displays.
	The bottom of the screen contains a section titled "AOC Custom Data", which houses escrow-related data fields.
	Review and verify this section.
	Click the Save button.
13.	You have successfully completed the Verify Escrow on Escrow Tracking Page topic.
	You have learned how to: - Verify escrow values in GEARS End of Procedure.

### 3.2 Processing BUS Exceptions

There may be circumstances where a transaction will not successfully load into GEARS. For example, if a new account code is setup on a register, the corresponding Charge Code was not setup in GEARS, and the mapping was not added to the BUS interface, the invoice and deposit will not be created in GEARS. In these circumstances, it is necessary to enter the invoice and payment manually in GEARS.



In this section you will use pages in the Billing and Accounts Receivables modules in GEARS to create and process manual invoice and payments.

After completing this section, you will be able to:

- Enter the Invoice
- Enter Regular Deposit and Create Payment Worksheet for Application
- Run the Payment Application Verification (Review Customer Account)

### 3.2.1 Entering the Invoice

The first step in Bus Exception Processing is to manually enter an invoice in GEARS. After entering the bill, you can rerun the FAR to verify revenue allocation for transactions entered online as well as those interfaced from the BUS.

In this topic, you will use the Bill Entry pages in GEARS to manually create an invoice.

After completing this topic, you will learn how to:

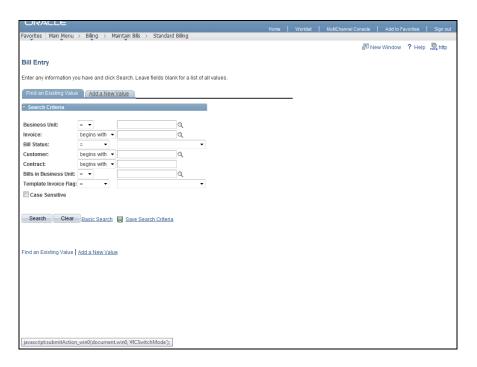
• Create a manual invoice

#### **Procedure**

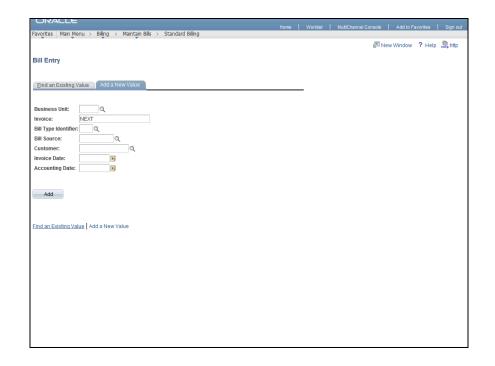
In this topic, you will use the **Bill Entry** pages in GEARS to manually create an invoice.

Step	Action
1.	Begin by navigating to the <b>Bill Entry</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the <b>Menu sort</b> button.
	<b>♦</b>
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Maintain Bills menu item.
	☐ Maintain Bills
5.	Click the <b>Standard Billing</b> menu.
	Standard Billing



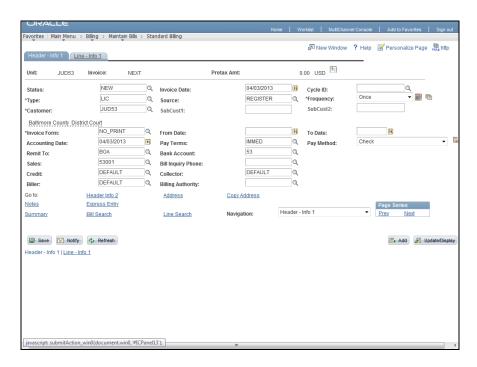


Step	Action
6.	The Bill Entry search page displays.
	Click the Add a New Value tab.  Add a New Value





Step	Action
7.	Enter the desired information into the <b>Business Unit</b> field. For this example, enter "JUD53".
8.	Enter the desired information into the <b>Bill Type Identifier</b> field. For this example, enter " <b>LIC</b> ".
9.	Enter the desired information into the <b>Bill Source</b> field. For this example, enter " <b>REGISTER</b> ".
10.	Enter the desired information into the <b>Customer</b> field. For this example, enter "JUD53".
11.	Enter the desired information into the <b>Invoice Date</b> field. For this example, enter " <b>T</b> ".
12.	Enter the desired information into the <b>Accounting Date</b> field. Enter " <b>T</b> ".
13.	Click the <b>Add</b> button.

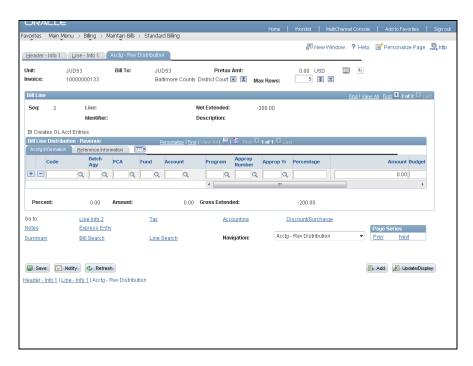


Step	Action
14.	The Bill Entry Header - Info 1 page displays.
	Click the Line - Info 1 tab.  Line - Info 1



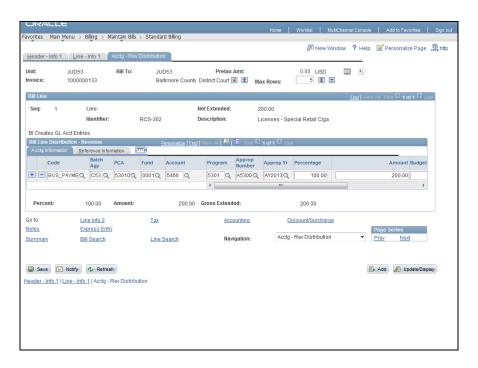
Step	Action
15.	The Bill Entry Line - Info 1 page displays.
	Enter the desired information into the <b>Table</b> field. Enter " <b>ID</b> ".
16.	Click the <b>Look up Identifier</b> ( <b>Alt+5</b> ) button to select a Charge Code.
17.	Click the RCS-362 link. RCS-362
18.	Enter the desired information into the <b>Gross Extended</b> field. For this example, enter "200".
19.	Click the Save button.
20.	For BUS-related invoice entries, for every positive amount you enter, you must counteract it with a negative. You will now add a row to enter your negative amount. In this case, \$-200.
	Click the <b>Add a new row at row 1</b> button.
21.	Click the <b>Look up Table</b> button.
22.	Click the <b>ID</b> link.
23.	Click the <b>Look up Line Type</b> button.
24.	Click the MISC link.
25.	Enter the desired information into the <b>Gross Extended</b> field. Enter "-200".
26.	Enter the desired information into the <b>Identifier</b> field. Enter "BUS_PAYMENT".
27.	Click the Accounting link.  Accounting



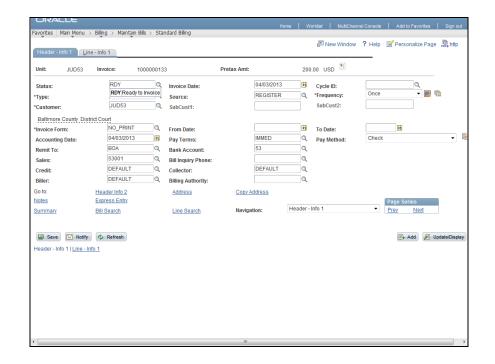


Step	Action
28.	The <b>Acctg - Rev Distribution</b> tab displays. Notice you are still viewing the second line item that you added. Entering in the code <b>BUS_PAYMENT</b> will then autofill the remaining fields on the line.
	<b>NOTE:</b> The Pretax Amt is currently \$0.00
	Enter the desired information into the <b>Code</b> field. Enter " <b>BUS_PAYMENT</b> ".



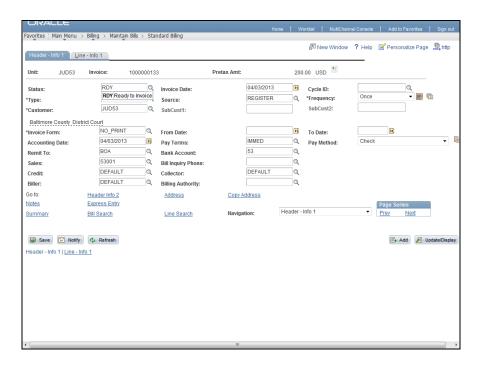


Step	Action
29.	Verify that everything was added correctly.
	Click the <b>Header - Info 1</b> tab.  Header - Info 1



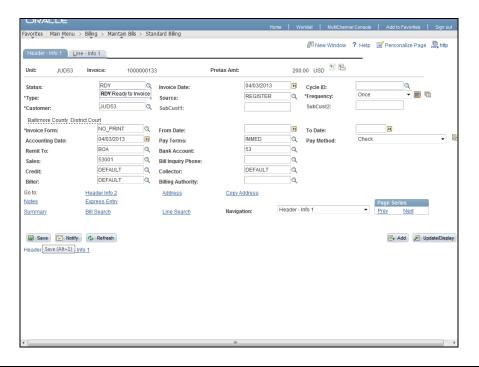


Step	Action
30.	Enter the desired information into the <b>Status</b> field. Enter " <b>RDY</b> ".



Step	Action
31.	Click the Save button.





Step	Action
32.	You have successfully completed the <i>Entering the Invoice</i> topic.
	You have learned to: - manually create an invoice in GEARS End of Procedure.

#### 3.2.2 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice and PDF file for printing, should you choose to print. The next will create the accounting lines for the Revenue distribution.

After completing this topic, you will be familiar with how the:

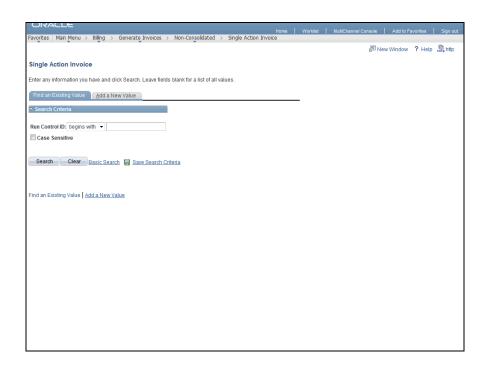
- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.

#### **Procedure**

In this topic, you will learn how to execute single action invoice process and review through a report.

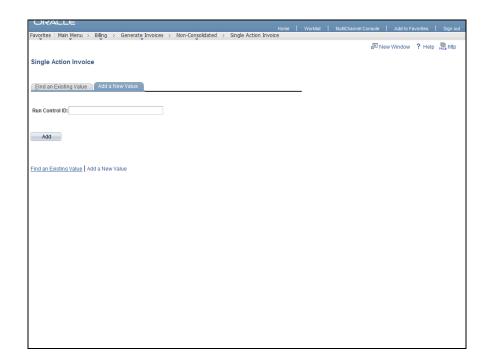


Step	Action
1.	Begin by navigating to the Single Action Invoice page.
	Click the <b>Main Menu</b> button.
2.	Click the <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Generate Invoices menu.
	Generate Invoices
5.	Click the Non-Consolidated menu.
	□ Non-Consolidated
6.	Click the Single Action Invoice menu.
	Single Action Invoice



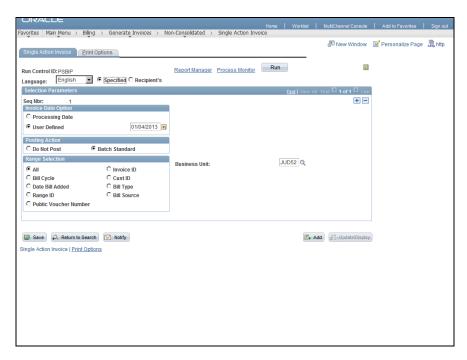


Step	Action
7.	The Single Action Invoice search page displays.
	Click the <b>Add a New Value</b> tab if there isn't an existing value available.  Add a New Value



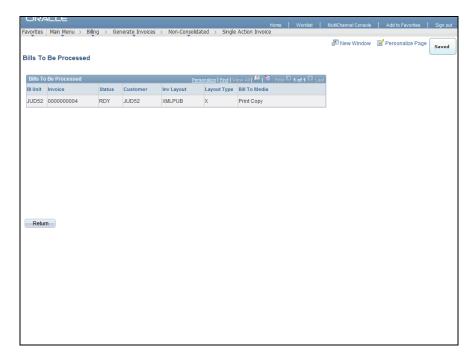
Step	Action
8.	The Add a New Value tab displays.
	Enter the desired information into the <b>Run Control ID</b> field. Enter "PS" followed by your initials. However, for this example, enter "PSBIP."
9.	Click the <b>Add</b> button.





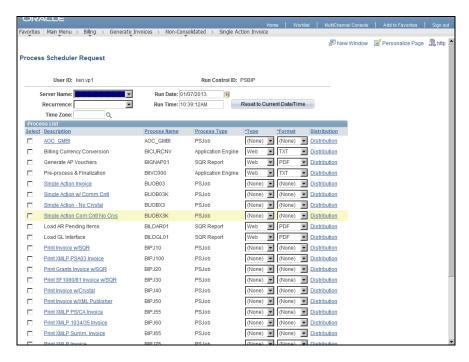
Step	Action
10.	The Single Action Invoice page displays.
	Click the <b>Processing Date</b> radio button.  C Processing Date
11.	Click the Bills To Be Processed icon.





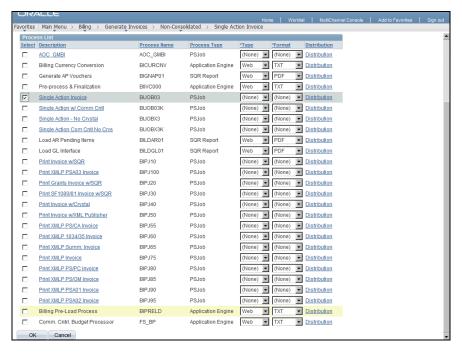
Step	Action
12.	The <b>Bills To Be Processed</b> page displays. Verify that the information on the line(s) is correct.  Click the <b>Return</b> button.
13.	Click the <b>Run</b> button.



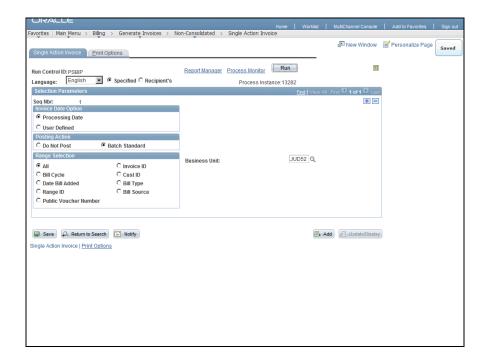


Step	Action
14.	The <b>Process Scheduler Request</b> page displays.
	Click the <b>Select</b> option for <b>Single Action Invoice</b> .
15.	Move the scrollbar downward.



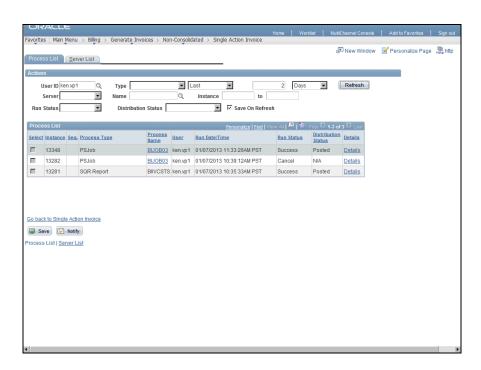


Step	Action
16.	Click the <b>OK</b> button.





Step	Action
17.	Click the <b>Process Monitor</b> link.
	Process Monitor



Step	Action
18.	The <b>Process List</b> displays.
	Click the <b>Refresh</b> button.  Refresh
19.	Click the Save button once the Run Status is "Success" and the Distribution Status is "Posted".
20.	You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.  You have learned to: - execute the single action invoice process - generate report for review  End of Procedure.



#### Lesson 4: Processing Escrow Transactions

#### **Lesson Overview**

This lesson covers process online escrow payments and the end-to-end process of returning escrow.

#### **Lesson Objectives**

After completing this lesson you will be familiar with:

- Create Escrow and Surety Customer
- Create Regular Deposit with Regular Deposit Payments
- Create Payment Workshop
- Set Payment to post
- Run AR Update
- Review Posted Escrow payment
- Create an AP Vendor and Link to Local Customer
- Create Return of Escrow Transaction
- Run AR Update
- Load to AP

#### 4.1 Online Escrow Payments (Standalone Register Locations)

#### **Online Escrow Payments (Standalone Register Locations)**

This section details the process for recording escrow deposits online for transactions that were not aggregated through the BUS. The payment is recorded in Accounts Receivable as a Regular Deposit. Then a Payment Worksheet is created to apply it. DBF runs the Journal Generator process to post the payment in General Ledger.

After completing this section, you will be able to:

- Create Escrow and Surety Customer
- Create Regular Deposit with Regular Deposit Payments
- Create Payment Workshop
- Set Payment to post
- Run AR Update
- Review Posted Escrow payment

#### 4.1.1 Creating an Escrow and Surety Customer

This topic details the process of creating a Local Customer (Defendant) and a Surety Customer. The process is similar for both.

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

After completing this topic, you will learn how to:

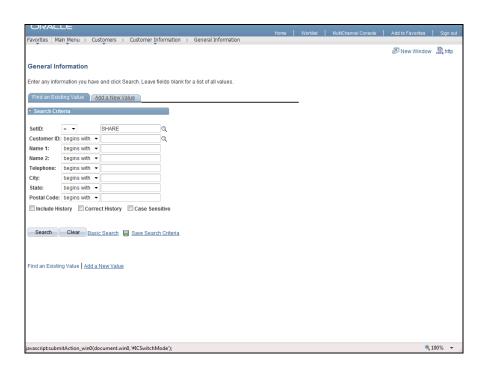


• Create a new Surety and/or Escrow customer

#### **Procedure**

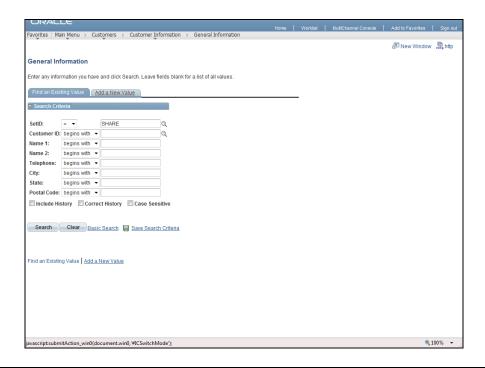
In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

Step	Action
1.	Begin by navigating to the <b>Customer Information - General Information</b> page.
	Click the Customers link.  Customers
2.	Click the Customer Information link.  Customer Information
3.	Click the General Information link.  General Information



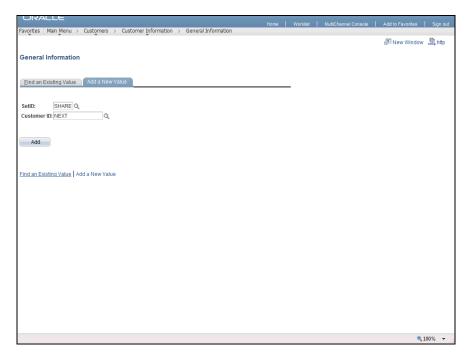


Step	Action
4.	The <b>Customer Information - General Information</b> search page displays. Before you create a new customer, you can check to see if the customer already exists in the system.
	Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the <b>Search</b> button.

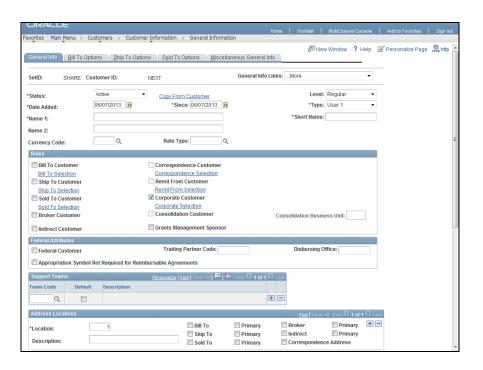


İ	Step	Action
	5.	If the customer doesn't exist, click the <b>Add a New Value</b> tab.  Add a New Value



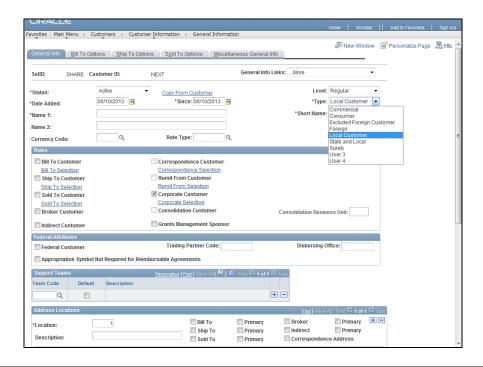


Step	Action
6.	The General Information - Add New Value search page displays.
	Click the <b>Add</b> button.





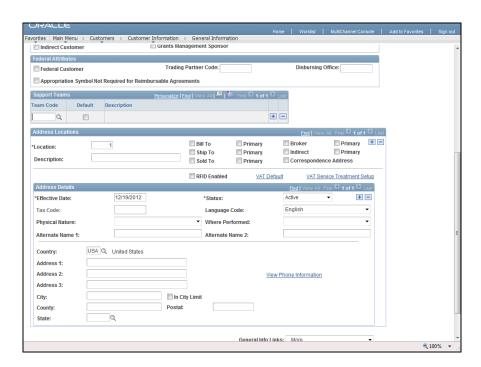
mation - General Information page displays.
ormation into the Name 1 field. Enter "Anne Arundel Office



Step	Action
9.	Depending on the type of customer you wish to create, you can select either the <b>Surety</b> list item to create a Surety customer or select <b>Local Customer</b> to create an Escrow customer.
10.	For this example, we can create a Surety Customer. Click the <b>Surety</b> list item.  Surety
11.	Enter the desired information into the <b>Currency Code</b> field. Enter " <b>USD</b> ".
12.	Enter the desired information into the <b>Rate Type</b> field. Enter " <b>CRRNT</b> ".
13.	Click the Bill To Customer option.  Bill To Customer
14.	Click the Sold To Customer option.  Sold To Customer



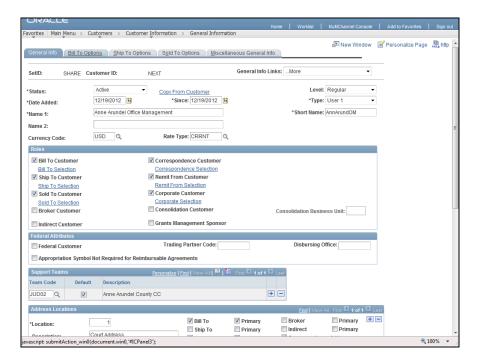
Step	Action
15.	Move the scrollbar downwards.



Step	Action
16.	Enter the desired information into the <b>Team Code</b> field. Enter " <b>SALES</b> ".
17.	Click the <b>Default</b> option.
18.	Click the <b>Bill To</b> option in the <b>Address Locations</b> section.
19.	Click the Sold To option.  Sold To
20.	Click the <b>Primary</b> option.
21.	Click the <b>Primary</b> option.
22.	Click the Correspondence Address option.  Correspondence Address
23.	Enter "customer address on file" into the Address Locations Description field.
24.	Enter the customer's address in the Address 1 field, such as "210 Holiday Court."

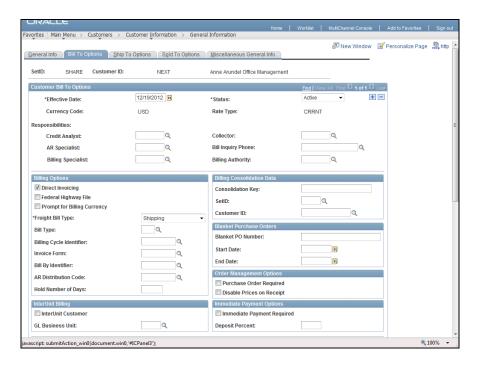


Step	Action
25.	Enter the desired information into the <b>City</b> field. Enter " <b>Annapolis</b> ".
26.	Enter the desired information into the <b>State</b> field. Enter "MD".
27.	Enter the desired information into the <b>Postal</b> field. Enter "21401".
28.	Move the scrollbar upwards.



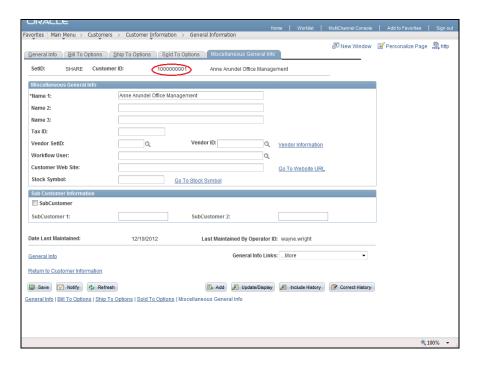
Step	Action
29.	Click the Bill To Options tab.
	Bill To Options





Step	Action
30.	The Bill To Options page displays.
	Enter the desired information into the Credit Analyst field. Enter "DEFAULT".
31.	Enter the desired information into the <b>Collector</b> field. Enter " <b>DEFAULT</b> ".
32.	Click the Miscellaneous General Info tab.  Miscellaneous General Info





Step	Action
33.	The <b>Miscellaneous General Info</b> page displays. Review the Miscellaneous General Information page.
	Note that there is now an ID associated with the Customer that you created.
34.	You have successfully completed the <i>Creating an Escrow and Surety Customer</i> topic.
	You have learned to: - manually create an Escrow or Surety customer End of Procedure.

#### 4.1.2 Creating a Regular Deposit with Regular Payment

This topic details the process for creating a Regular Deposit to record an escrow payment.

After completing this topic, you will be able to:

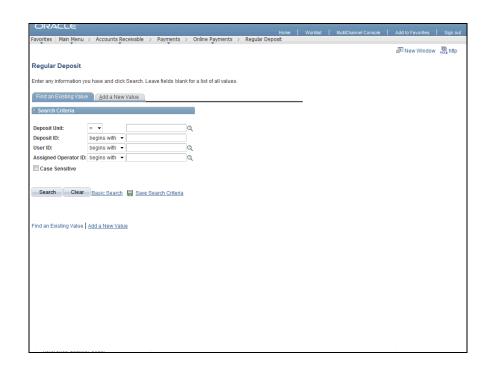
• create a Regular Deposit with a Deposit ID generated.

#### **Procedure**

In this topic, you will learn to create a regular deposit payment.

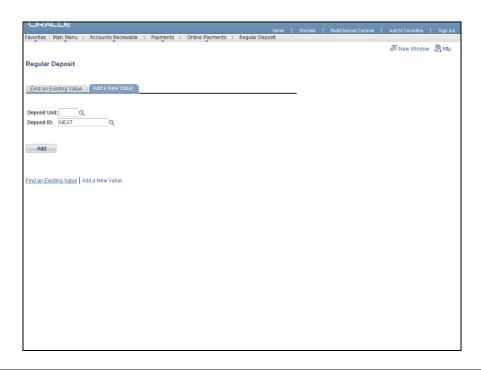


Step	Action
1.	Begin by navigating to the <b>Regular Deposit</b> page.
	Click the <b>Main Menu</b> button.
2.	Click the <b>Menu sort</b> button.
3.	Click the Accounts Receivable menu.
	☐ Accounts Receivable
4.	Click the <b>Payments</b> menu.
	Payments
5.	Click the <b>Online Payments</b> menu.
	Online Payments ►
6.	Click the <b>Regular Deposit</b> menu.
	Regular Deposit



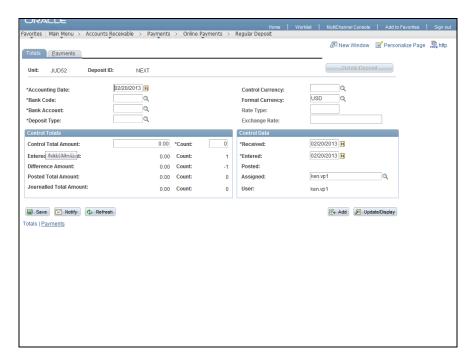
Step	Action
7.	The <b>Regular Deposit</b> search page displays.
	Click the Add a New Value tab.  Add a New Value





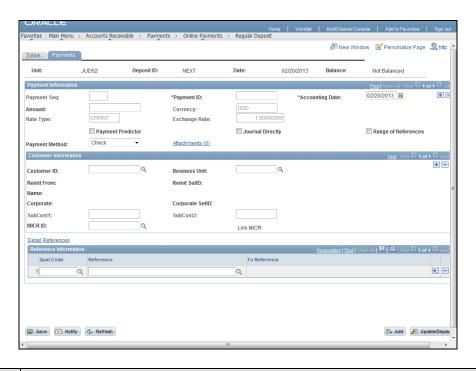
Step	Action
8.	The Add a New Value tab displays.
	Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "JUD52."
9.	Click the Add button.





Step	Action
10.	The Regular Deposit - Totals page displays.
	Select your escrow bank in the <b>Bank Code</b> field. For this example, enter " <b>BOA</b> ".
11.	Select your escrow bank account in the <b>Bank Account</b> field, which are setup to end with an "e." For this example, enter " <b>TEST</b> ."
12.	The <b>Deposit Type</b> field should automatically populate when a bank is selected. Verify that it reads <b>Cash/Check</b> . If not, enter "C".
13.	Enter "USD" in the Control Currency field.
14.	Enter the amount of the escrow deposit in the <b>Control Total Amount</b> field. For this example, enter "1500."
15.	Enter "1" in the Count field.
16.	Click the Payments tab.  Payments





Step	Action
17.	The <b>Payment</b> tab displays.
	Enter the check number in the <b>Payment ID</b> field. For this example, enter "123456."
18.	Enter the amount of the escrow deposit in the <b>Amount</b> field. For this example, enter "1500".
19.	Click the Save button.
20.	Once saved, notice the <b>Deposit ID</b> that was generated. WRITE DOWN your <b>Deposit ID</b> .
	Click the Look up Customer ID button.
21.	Select the Escrow Customer created. For this example, click <b>Escrow Customer 1</b> .  Escrow Customer 1
22.	Click the Save button.
23.	You have successfully completed the <i>Create Regular Deposit with Regular Payment</i> topic.
	You have learned to: - create a regular deposit payment
	End of Procedure.



#### 4.1.3 Creating the Payment Worksheet (Including Payment Application)

The deposit is placed "on account" for the customer in the Payment Worksheet. Data elements such as Case / Citation #, Receipt #, and Treasury Code # are entered in this component.

After completing this topic, you will be able to:

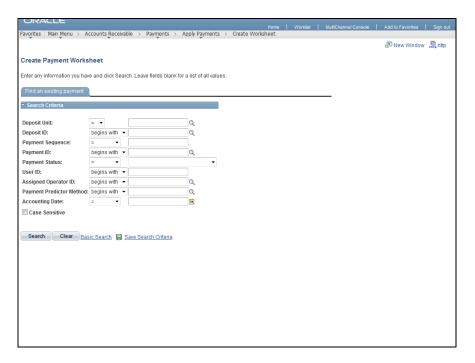
• successfully save a payment Worksheet for the deposit recorded in the previous topic.

#### **Procedure**

In this topic, you will learn to create a payment worksheet.

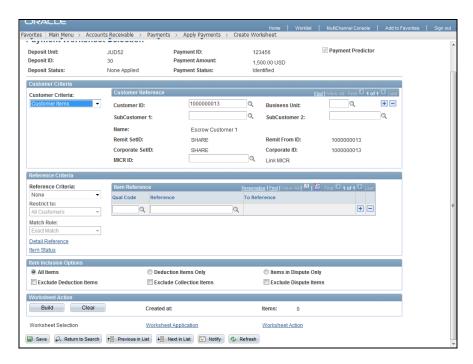
Step	Action
1.	Begin by navigating to the <b>Create Worksheet</b> page.
	Click the <b>Main Menu</b> button.
2.	Click the <b>Menu sort</b> button.
3.	Click the Accounts Receivable menu.  Accounts Receivable
4.	Click the <b>Payments</b> menu.
5.	Click the Apply Payments menu.  Apply Payments
6.	Click the Create Worksheet menu.  Create Worksheet





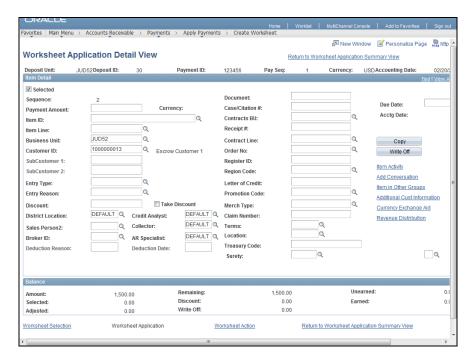
Step	Action
7.	The Create Payment Worksheet search page displays.
	Enter your <b>Deposit Unit</b> in the <b>Deposit Unit</b> field. For this example, enter "JUD52."
8.	Click the Search button.  Search
9.	Click the hyperlink of the deposit you created. Click the <b>123456</b> link.





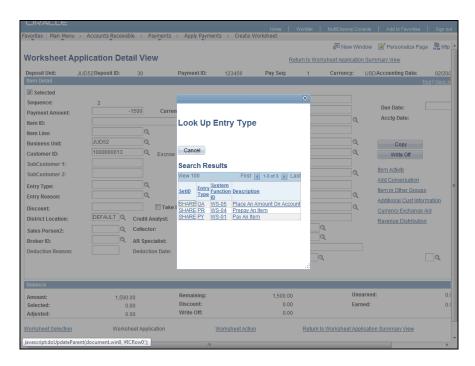
Step	Action
10.	Click the <b>Build</b> button.  Build
11.	The Payment Worksheet Application page displays.
	Click the Add with Detail button.  Add with Detail





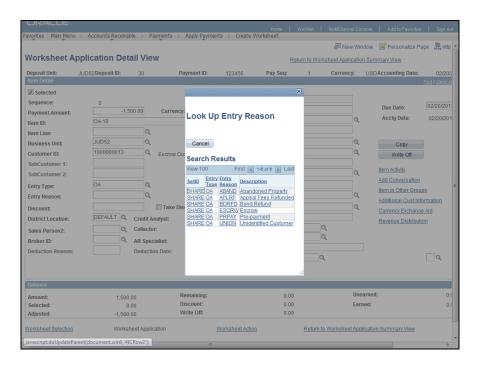
Step	Action
12.	The Worksheet Application Detail View page displays.
	Enter the amount of the escrow deposit as a negative number in the <b>Payment Amount</b> field. For this example, enter "-1500."
13.	Click the <b>Look up Entry Type</b> button.





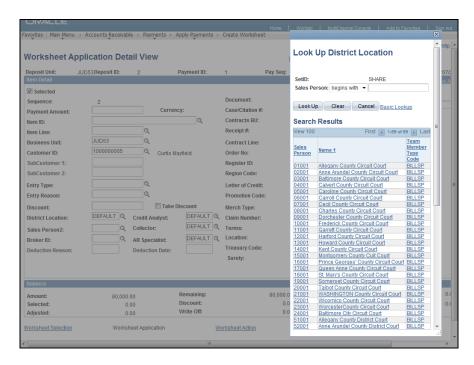
Step	Action
14.	The Look Up Entry Type window displays.
	Click the Place An Amount On Account link.  Place An Amount On Account
15.	Click the <b>Look up Entry Reason</b> button.





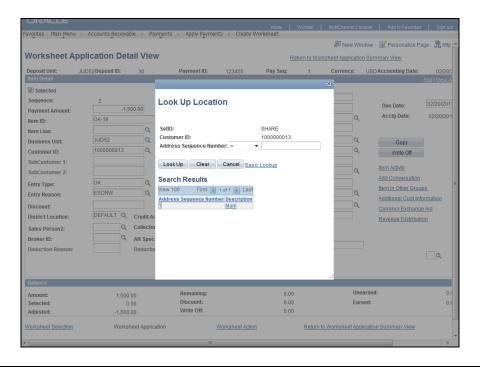
Step	Action
16.	The Look Up Entry Reason window displays.
	Click the Escrow link.
17.	Click the Look up District Location button.





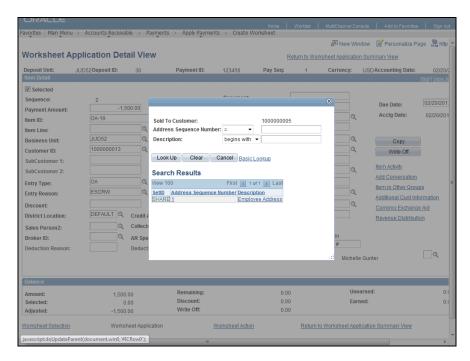
Step	Action
18.	The <b>Look Up District Location</b> window displays.
	Click the Name 1 column header to alphabetize the list.  Name 1
19.	Select your location. For this example, enter Baltimore County District Court.  Baltimore County District Court
20.	Enter "CASE #" in the Case/Citation # field.
21.	Enter "RECEIPT #" in the Receipt # field. If applicable, the Commissioner ID should be entered in this field.
22.	Enter "REGISTER ID #" in the Register ID field.
23.	Click the <b>Look up Location</b> button.





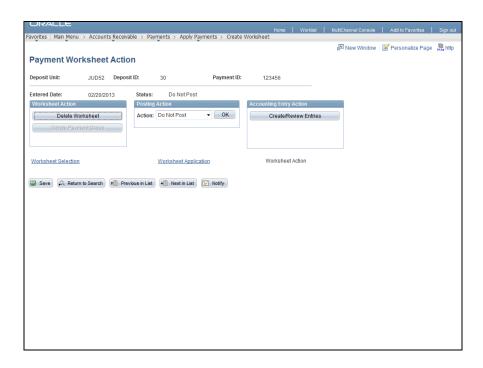
Step	Action
24.	The Look Up Location window displays.
	<b>NOTE:</b> This is the location for the Local Customer.
	Click the <b>Main</b> link.
25.	Click the <b>Look up Surety</b> button.
26.	The <b>Look Up Surety</b> window displays.
	Select the <b>Surety Customer</b> you created. For this example, click <b>Michelle Gunter</b> .  Michelle Gunter
27.	Click the <b>Look up</b> button for the field to the right of Surety.





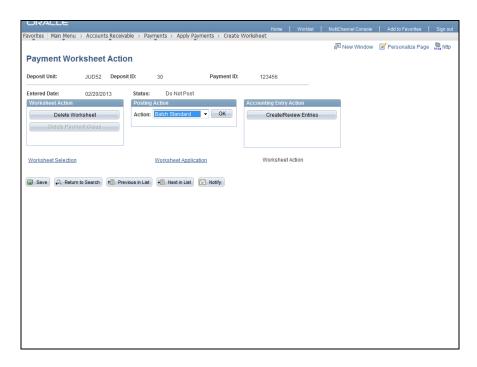
Step	Action
28.	Click the 1 link under the Address Sequence Number column.
29.	Click the Save button.
30.	Click the Worksheet Action link.  Worksheet Action



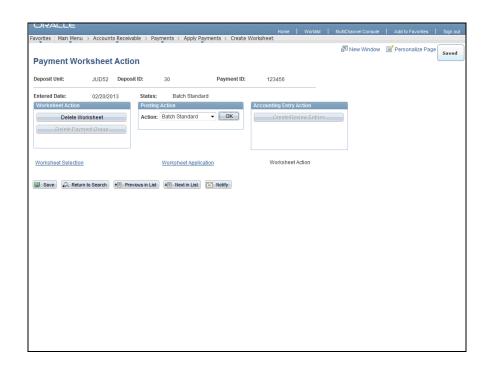


Step	Action
31.	The Payment Worksheet Action page displays.
	Click the Action list.  Do Not Post  ▼
32.	Click the Batch Standard list item.  Batch Standard





Step	Action
33.	Click the <b>OK</b> button.





Step	Action
34.	Click the Save button.
35.	You have successfully completed the Create Payment Worksheet (Including Payment Application) topic.
	You have learned to: - create a payment worksheet End of Procedure.

#### 4.1.4 Reviewing Payments Set to Post

This topic details the process by which you confirm that the payment you recorded in topic 4.1.2 and applied in 4.1.3 is set to post when you run AR Update.

After completing this topic, you will be able to:

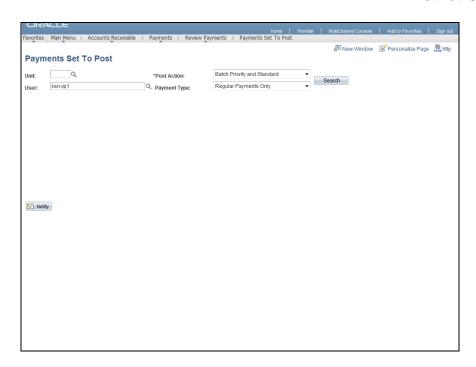
• Set the previously recorded payment to Post

#### **Procedure**

In this topic, you will post a payment.

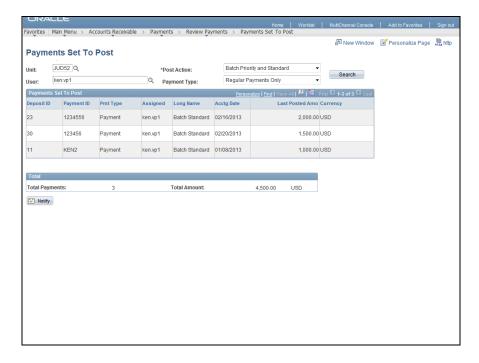
Step	Action
1.	Navigate to the <b>Payments Set to Post</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the up and down arrows to <b>sort Menu in ascending order</b> .
3.	Click the Accounts Receivable menu.  Accounts Receivable
4.	Click the Payments menu.  Payments
5.	Click the Review Payments menu.  Review Payments
6.	Click the Payments Set To Post menu.  Payments Set To Post





Step	Action
7.	The <b>Payments Set to Post</b> search page displays.
	Enter your Business Unit in the <b>Unit</b> field. The example used in this script for test purposes was " <b>JUD52</b> ."
8.	Click the Search button.  Search





Step	Action
9.	The Payments Set to Post page displays.
	Verify your payment is included on this list.
10.	You have successfully completed the Setting a Payment to Post topic.
	You have learned how to: - set a payment to post - verify and review previously posted payments End of Procedure.

#### 4.1.5 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update** (**ARUPDATE**) process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.



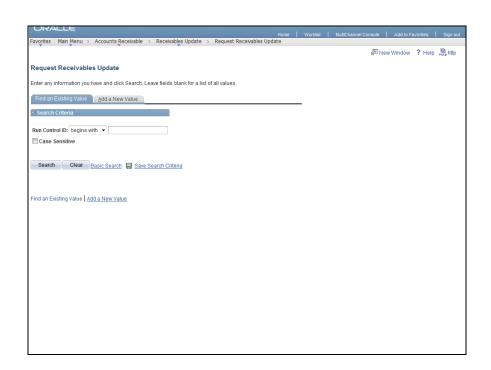
After completing this topic, you will learn how to:

• Process the Run AR Update (ARUPDATE)

#### **Procedure**

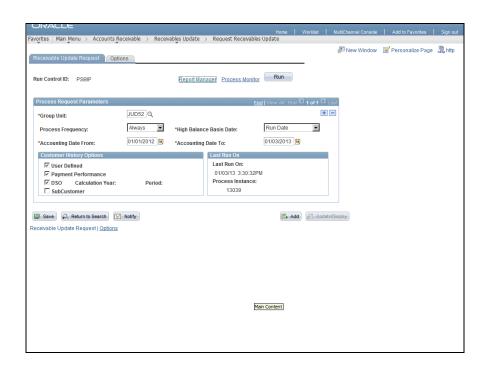
In this topic, you will execute the **AR update** (**ARUPDATE**).

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the Accounts Receivable menu.
3.	Click the <b>Receivables Update</b> menu.
	☐ Receivables Update
4.	Click the Request Receivables Update menu.
	Request Receivables Update



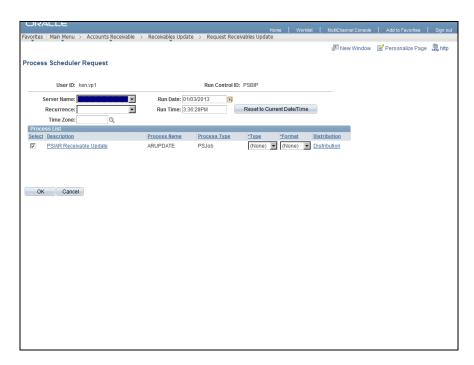


Step	Action
5.	The Request Receivables Update page displays.
	NOTE: If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.  lick the <b>Add a New Value</b> tab to add a new run control.
	Add a New Value
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	Click the <b>Add</b> button.



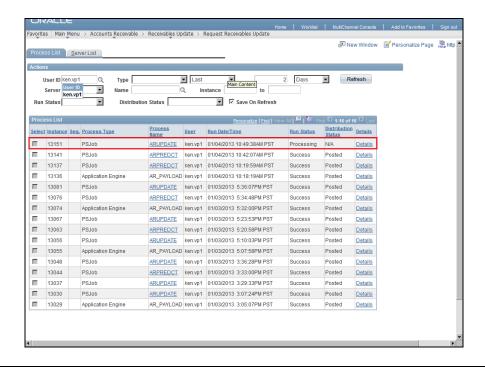
Step	Action
8.	Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.
	Click the <b>Run</b> button.





Step	Action
9.	The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.
	Click the <b>OK</b> button.
10.	Click the Process Monitor link.  Process Monitor





Step	Action
11.	The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "Processing" and <b>Distribution Status</b> is "N/A".
	Click the Refresh button.
	Refresh
12.	Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "Posted".
13.	You have successfully completed the Run AR Update topic.
	You have learned to:
	- execute the AR Update process
	End of Procedure.

#### 4.1.6 Reviewing a Posted Escrow Payment

This topic shows the steps to verify that the item posted to the customer's account.

After completing this topic, you will be familiar with:

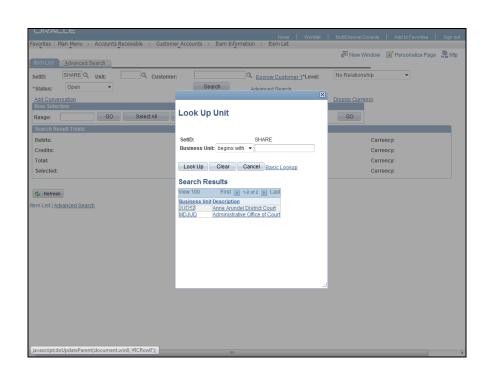
• Reviewing posted escrow payments

#### **Procedure**

In this topic, you will review a posted escrow payment.

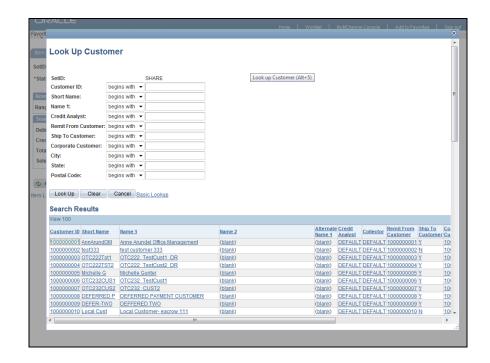


Step	Action
1.	Navigate to the <b>Item List</b> .
	Click the Main Menu button.  Main Menu
2.	Click the Menu not sorted. Click to sort in ascending order. button.
3.	Click the Accounts Receivable menu.
	Accounts Receivable
4.	Click the Customer Accounts menu.
	Customer Accounts
5.	Click the Item Information menu.
	☐ Item Information ►
6.	Click the <b>Item List</b> menu.
	Item List
7.	The <b>Item List</b> page displays.
	Click the <b>Look up Unit</b> button.



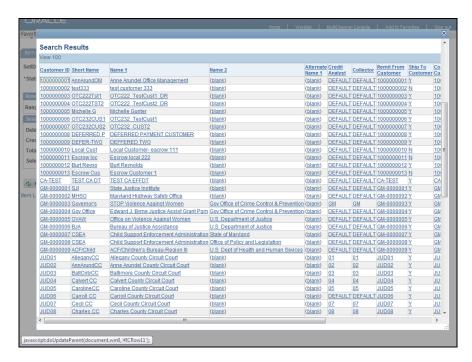


Step	Action
8.	The <b>Look Up Unit</b> window displays.
	Click the JUD52 link.
9.	Click the <b>Look up Customer</b> button.



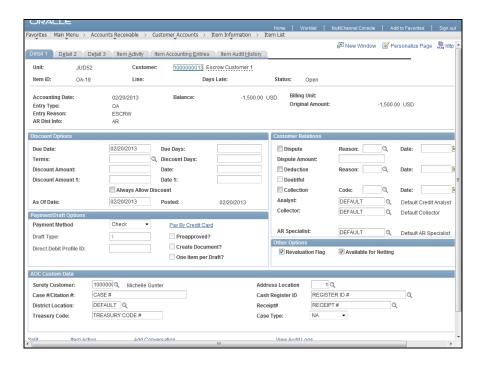
Step	Action
10.	The Look Up Customer window displays.
	Scroll down towards Escrow Customer 1.





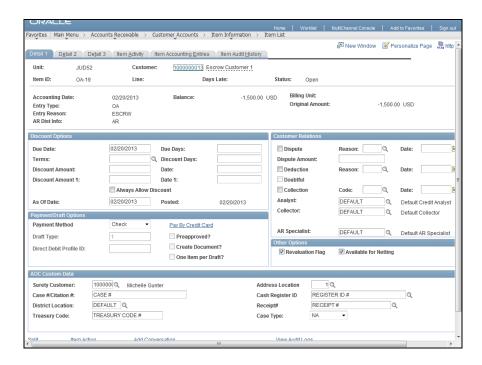
Step	Action
11.	Click the Escrow Customer 1 link.  Escrow Customer 1
12.	Click the Search button.  Search
13.	Click the OA-19 link.





Step	Action
14.	The <b>Detail 1</b> tab displays with your selected escrow payment information. Review the information on this page.
	Use the tabs at the top of the page to access additional information about a particular payment.





Step	Action
15.	Also note the <b>AOC Custom Data</b> section. This section will allow you to look up your customers, along with the payment information associated with them; including a <b>Case Type</b> drop down list.
16.	You have successfully completed the Reviewing a Posted Escrow Payment topic.  You have learned how to: - navigate to and review a posted escrow payment
	End of Procedure.

#### 4.1.7 Reviewing Local Customer AR Accounts

After completing this topic, you will be familiar with:

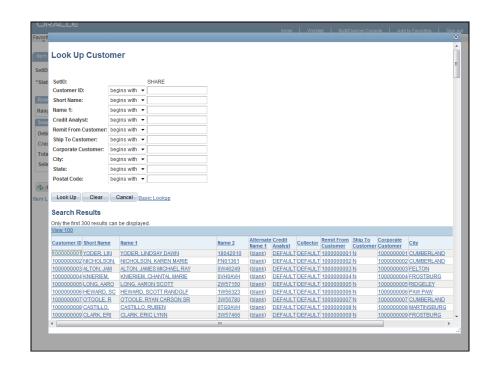
Reviewing and verifying Local Customer AR Accounts

#### **Procedure**

In this topic, you will navigate to review a local customer AR account.



Step	Action
1.	Begin by navigating to the <b>Item List</b> .
	Click the Main Menu button.  Main Menu
2.	Click the <b>Menu sort</b> button.
3.	Click the Accounts Receivable menu.
4.	Click the Customer Accounts menu.
	Customer Accounts
5.	Click the <b>Item Information</b> menu.
	☐ Item Information ►
6.	Click the <b>Item List</b> menu.
	item List
7.	The <b>Item List</b> displays.
	Enter the desired information into the <b>Unit</b> field. Enter " <b>JUD52</b> ".
8.	Click the <b>Look up Customer</b> button.





Step	Action
9.	The <b>Look Up Customer</b> window displays.
	Enter the name of the customer you previously created into the <b>Name 1</b> field. In this example, "armstrong, jamal" is entered.
10.	Click the Look Up button.  Look Up
11.	Click the ARMSTRONG, JAMAL CIR link.  ARMSTRONG, JAMAL CIR
12.	Click the Search button.  Search
13.	The Local Customer Account information displays.
	Review the information and verify that the customer has posted.
14.	You have successfully completed the <i>Reviewing Local Customer AR Accounts</i> topic.
	You have learned how to: - verify local customer AR accounts End of Procedure.

#### 4.2 Return of Escrow

This section details the end to end process to return escrow by using delivered AR refund functionality to process a disbursement in Accounts Payable.

In this section, you will learn how to:

- Create an AP Vendor and Link to Local Customer
- Create Return of Escrow Transaction
- Run AR Update
- Load to AP

#### 4.2.1 Creating an AP Vendor and Link to Local Customer

In this topic, you will create an AP Vendor. To refund the funds to the appropriate Customer, they have to be set up as a Vendor and the two should be linked. The deposit dollars and payment worksheet are settings on the Local Customer's AR account within your Business Unit. Therefore, upon creating a Vendor, the new Vendor will need to be linked to the Local Customer where the open credit is located.

After completing this topic, you will be able to:

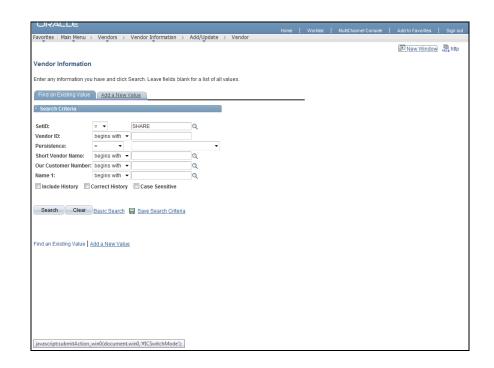
• Generate a Vendor ID



#### **Procedure**

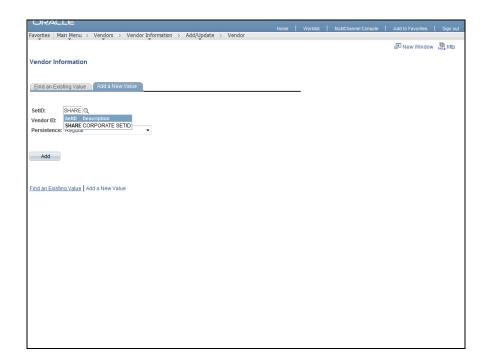
In this topic, you will create an AP Vendor.

Step	Action
1.	Navigate to the <b>Vendor Information</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the <b>Menu sort</b> button two times.
3.	Click the <b>Vendors</b> menu.  Vendors
4.	Click the Vendor Information menu.  Vendor Information
5.	Click the Add/Update menu.  Add/Update
6.	Click the <b>Vendor</b> menu.  Vendor



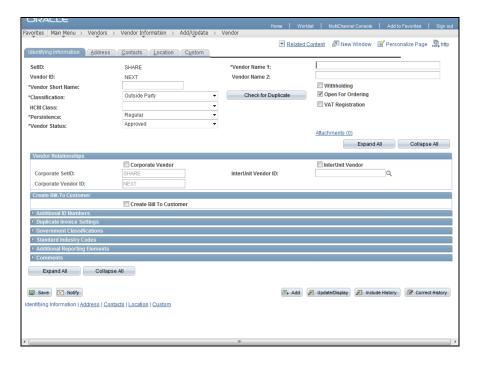


Step	Action
7.	The Vendor Information search page displays.
	Click the Add a New Value tab.  Add a New Value



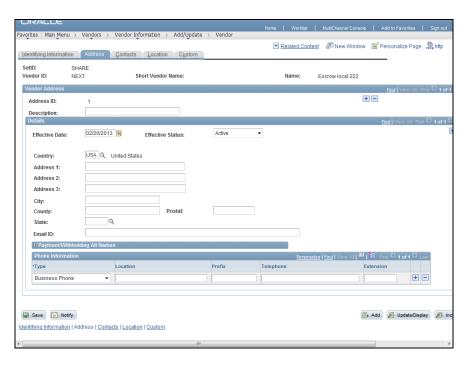
Step	Action
8.	The <b>Add a New Value</b> tab displays. Accept the defaulted values.
	Click the <b>Add</b> button.





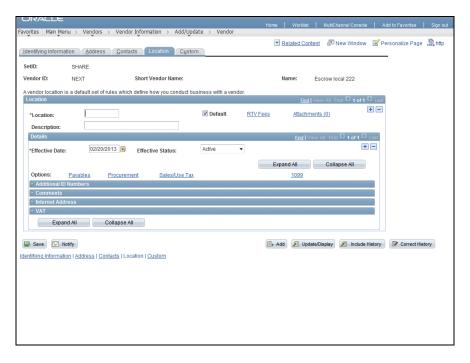
Step	Action
9.	The Vendor Information - Identifying Information page displays.
	Enter the desired information into the <b>Vendor Name 1</b> field. Enter " <b>Escrow local 222</b> ".
10.	Enter the desired information into the <b>Vendor Short Name</b> field. Enter "99940668".
11.	Click the Address tab.  Address





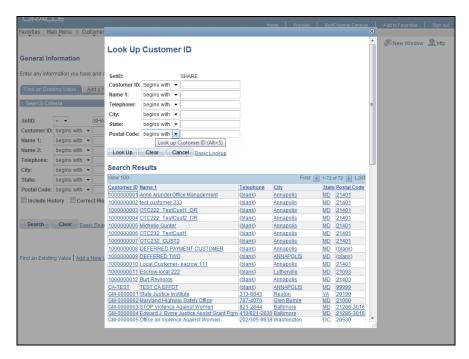
Step	Action
12.	The <b>Address</b> tab displays.
	Enter the desired information into the <b>Description</b> field. Enter "Main".
13.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>York Road</b> ".
14.	Enter the desired information into the City field. Enter "Lutherville".
15.	Enter the desired information into the <b>State</b> field. Enter " <b>MD</b> ".
16.	Enter the desired information into the <b>Postal</b> field. Enter "21093".
17.	Enter the desired information into the <b>Location</b> field. Enter "Main".
18.	Enter the desired information into the <b>Prefix</b> field. Enter "410".
19.	Enter the desired information into the <b>Telephone</b> field. Enter "260-1111".
20.	Click the Location tab.





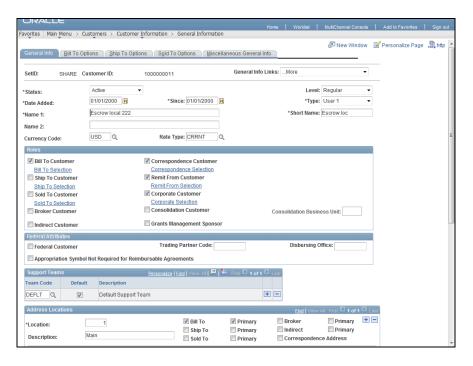
Step	Action
21.	The <b>Location</b> tab displays.
	Enter the desired information into the <b>Location</b> field. Enter "001".
22.	Enter the desired information into the <b>Description</b> field. Enter " <b>Home Address</b> ".
23.	Click the Save button.
24.	Click the Main Menu button.  Main Menu
25.	Click the Customers menu.  Customers
26.	Click the Customer Information menu.  Customer Information
27.	Click the General Information menu.  General Information
28.	The <b>General Information</b> search page displays.  Click the <b>Look up Customer ID</b> button.



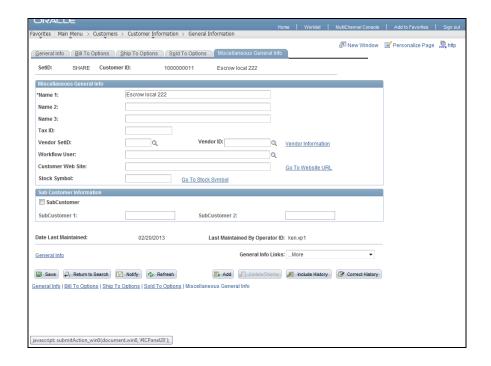


Step	Action
29.	The <b>Look Up Customer ID</b> window displays.
	Click the Escrow local 222 link.  Escrow local 222
30.	Click the <b>Search</b> button.  Search



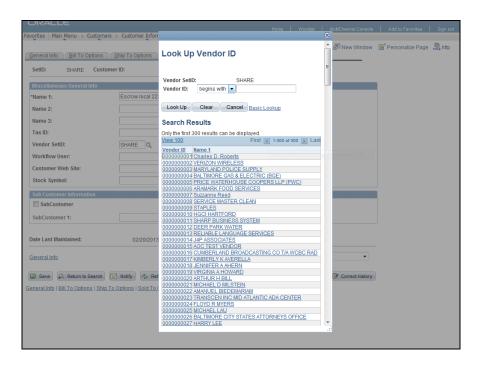


Step	Action
31.	The Customer Information - General Info tab displays
	Click the Miscellaneous General Info tab.  Miscellaneous General Info





Step	Action
32.	The Miscellaneous General Info tab displays.
	Enter the desired information into the <b>Vendor SetID</b> field. Enter " <b>share</b> ".
33.	Click the Look up Vendor ID button.



Step	Action
34.	The <b>Look Up Vendor ID</b> window displays.
	Click the Vendor ID list.  begins with
35.	Click the <b>contains</b> list item.
36.	Enter the desired information into the <b>Vendor ID</b> field. Enter "10445".
37.	Click the <b>Look Up</b> button.
38.	Click the <b>0000010445</b> link.



Step	Action
39.	Click the Save button.
40.	You have successfully completed the <i>Creating an AP Vendor and Link to Local Customer</i> topic.
	You have learned how to: - create a vendor - link a created vendor to a local customer End of Procedure.

#### 4.2.2 Creating a Return of Escrow Transaction

In this topic, you will create a Return of Escrow Transaction. The first step is to identify the on account escrow amount and create a Worksheet to mark it for a "refund."

After completing this topic, you will be able to:

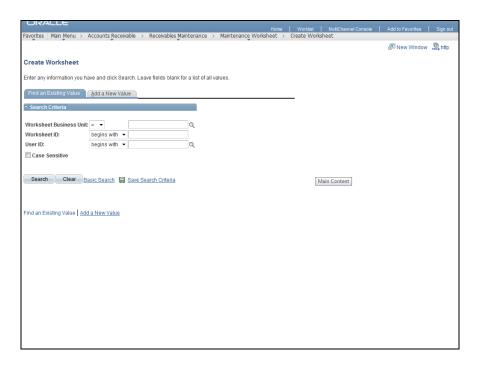
• Create a return of escrow transaction

#### **Procedure**

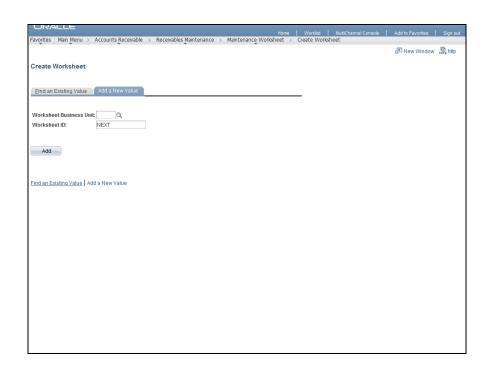
In this topic, you will create a Return of Escrow Transaction.

Step	Action
1.	Navigate to the Create Worksheet page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the <b>Menu sort</b> button.
	<b>  ↓    </b>
3.	Click the Accounts Receivable menu.
	☐ Accounts Receivable
4.	Click the Receivables Maintenance menu.
	Receivables Maintenance
5.	Click the Maintenance Worksheet menu.
6.	Click the Create Worksheet menu.
	Create Worksheet



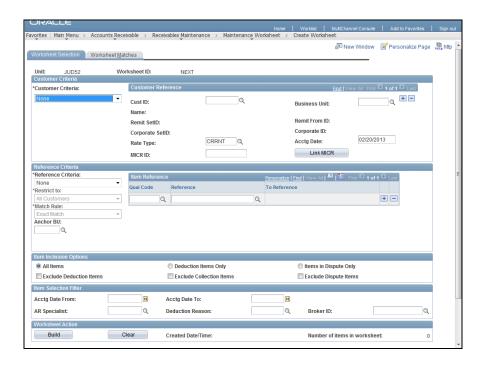


Step	Action
7.	The Create Worksheet search page displays.
	Click the Add a New Value tab.  Add a New Value



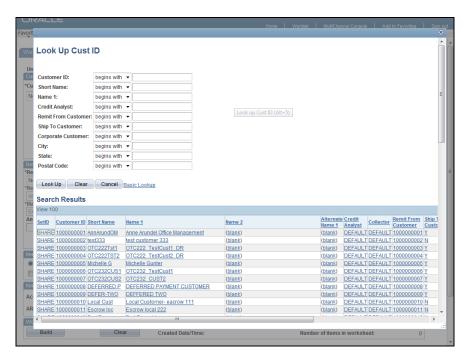


Step	Action
8.	The Add a New Value tab displays.
	Enter the desired information into the <b>Worksheet Business Unit</b> field. Enter "jud52".
9.	Click the Add button.
	Add



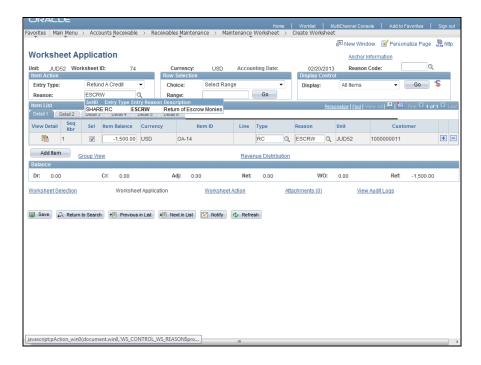
Step	Action
10.	The Create Worksheet - Worksheet Selection page displays.
	Click the <b>Look up Cust ID</b> button.



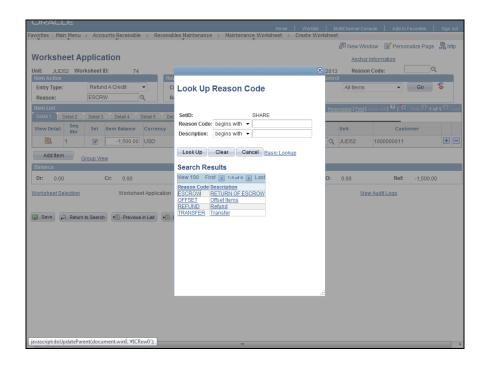


Step	Action
11.	The <b>Look Up Cust ID</b> window displays.
	Click the Escrow local 222 link.  Escrow local 222
12.	Click the <b>Build</b> button.  Build



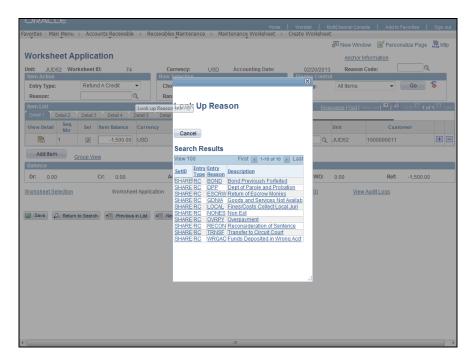


Step	Action
13.	The Worksheet Application page displays.
	Click the <b>Look up Reason Code</b> button.





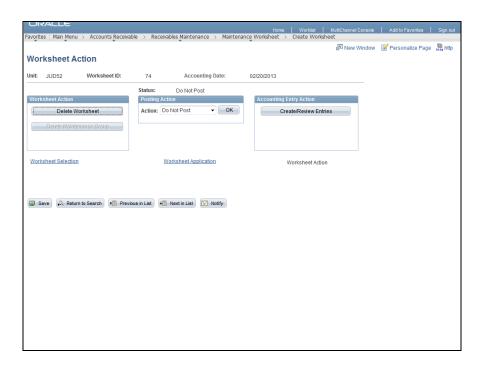
Step	Action
14.	The <b>Look Up Reason Code</b> window displays.
	Click the RETURN OF ESCROW link. RETURN OF ESCROW
15.	Click the Entry Type list.  Offset an Item  ▼
16.	Click the <b>Refund A Credit</b> list item.  Refund A Credit
17.	Click the <b>Look up Reason</b> button.



Step	Action
18.	The <b>Look Up Reason</b> window displays.
	Click the Return of Escrow Monies link.  Return of Escrow Monies
19.	Click the <b>Sel</b> option for the line item if it is not already selected.



Step	Action
20.	Click the <b>Refresh</b> button.
	NOTE: The Type on the line next to the selected item is populated with RC (Refund Credit) and the Reason is auto populated with ESCRW (Return of Escrow Monies).
21.	Click the Save button.
22.	Click the Worksheet Action link.  Worksheet Action



Step	Action
23.	The Worksheet Action page displays.
	Click the Action list.
	Do Not Post ▼
24.	Click the Batch Standard list item.  Batch Standard
25.	Click the <b>OK</b> button.



Step	Action
26.	Click the Save button.
27.	You have successfully completed the <i>Creating a Return of Escrow Transaction</i> topic.  You have learned how to: - create a return of escrow transaction
	End of Procedure.

#### 4.2.3 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update** (**ARUPDATE**) process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

After completing this topic, you will learn how to:

• Process the Run AR Update (ARUPDATE)

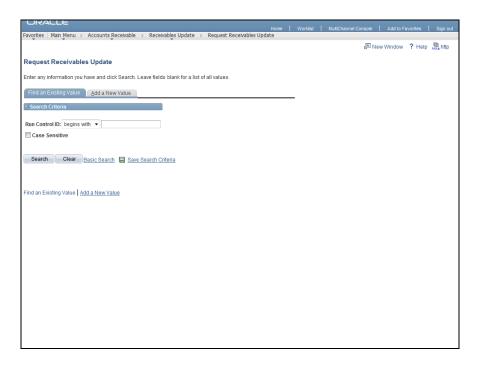
#### **Procedure**

In this topic, you will execute the **AR update** (**ARUPDATE**).

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.
	Click the <b>Main Menu</b> button.
2.	Click the Accounts Receivable menu.

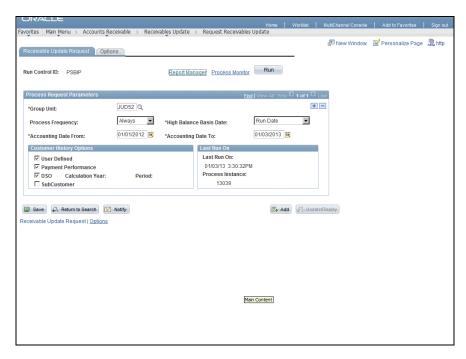


Step	Action
3.	Click the <b>Receivables Update</b> menu.
	☐ Receivables Update
4.	Click the Request Receivables Update menu.
	Request Receivables Update



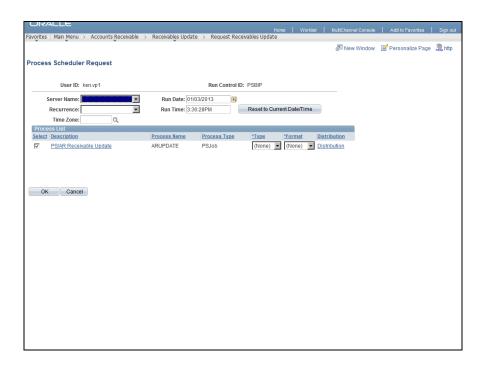
Step	Action
5.	The Request Receivables Update page displays.
	NOTE: If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.  lick the <b>Add a New Value</b> tab to add a new run control.
	Add a New Value
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	Click the Add button.





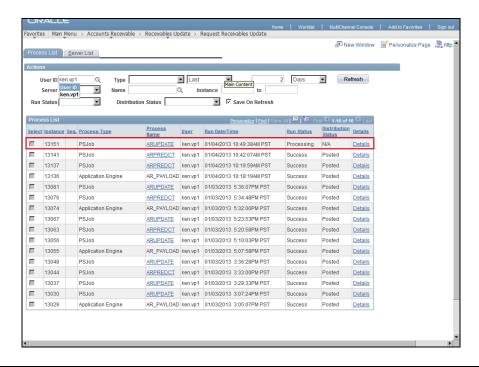
Step	Action
8.	Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.  Click the <b>Run</b> button.





Step	Action
9.	The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.  Click the <b>OK</b> button.
10.	Click the Process Monitor link.  Process Monitor





Step	Action
11.	The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "Processing" and <b>Distribution Status</b> is "N/A".
	Click the <b>Refresh</b> button.
	Refresh
12.	Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "Posted".
13.	You have successfully completed the <i>Run AR Update</i> topic.
	You have learned to: - execute the AR Update process  End of Procedure.

#### 4.2.4 Loading to AP for Voucher Creation

In this topic, you will load to AP to create a voucher. This step uses delivered functionality to "refund" the "customer's" on-account open-item.

After completing this topic, you will be able to:

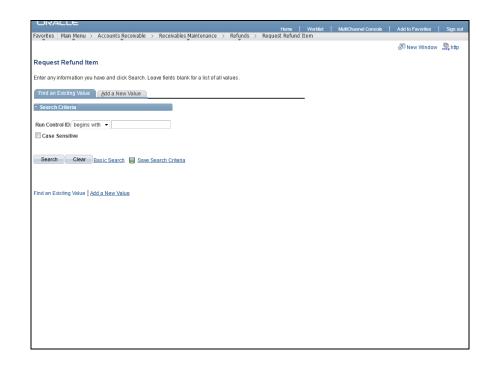
• Load to AP to create a voucher

#### **Procedure**

In this topic, you will load to AP to create a voucher.

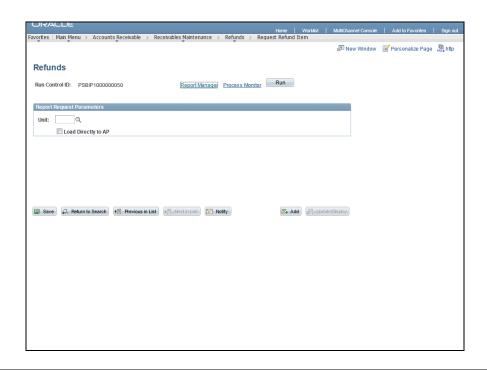


Step	Action
1.	Navigate to the <b>Refunds</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the <b>Menu sort</b> button.
3.	Click the Accounts Receivable menu.
	Accounts Receivable
4.	Click the <b>Receivables Maintenance</b> menu.
	Receivables Maintenance
5.	Click the <b>Refunds</b> menu.
	☐ Refunds
6.	Click the Request Refund Item menu.
	Request Refund Item



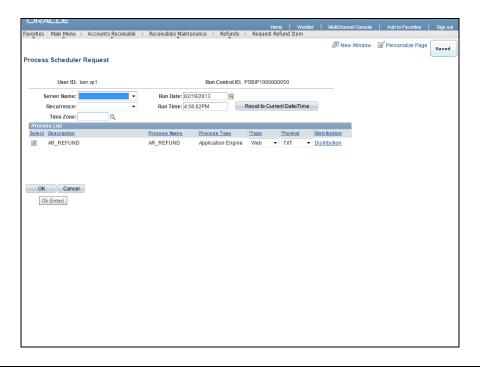


Step	Action
7.	The <b>Request Refund Item</b> search page displays.
	Click the <b>Search</b> button.  Search
8.	Click the <b>PSBIP1000000050</b> link. <b>PSBIP1000000050</b>



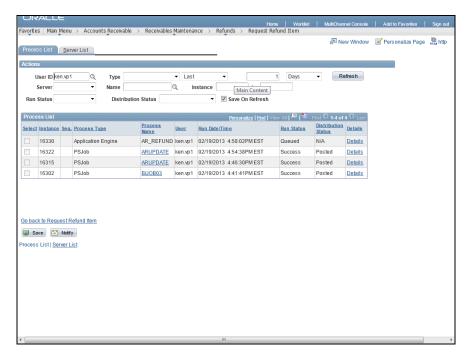
Step	Action
9.	The <b>Refunds</b> page displays.
	Enter the desired information into the <b>Unit</b> field. Enter "jud52".
10.	Click the Load Directly to AP option.
	Load Directly to AP
11.	Click the <b>Run</b> button.





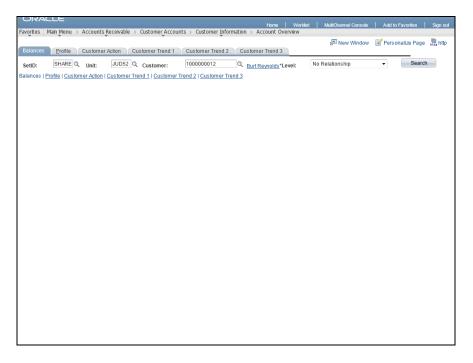
Step	Action
12.	The Process Scheduler Request page displays.
	Click the <b>OK</b> button.
13.	Click the Process Monitor link.  Process Monitor



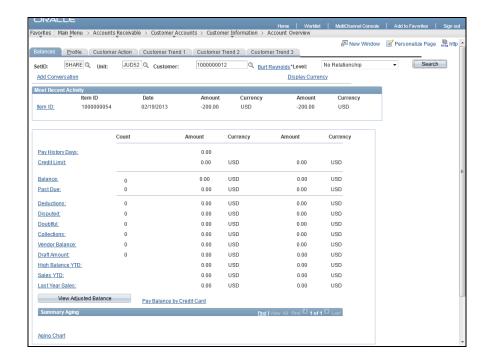


Step	Action
14.	The <b>Process List</b> displays.  Click the <b>Refresh</b> button.
	Refresh
15.	Click the <b>Accounts Receivable</b> menu once the Run Status reads <b>Success</b> and the Distribution Status reads <b>Posted</b> .  Accounts Receivable
16.	Click the Customer Accounts menu.  Customer Accounts
17.	Click the Customer Information menu.  Customer Information
18.	Click the Account Overview menu.  Account Overview



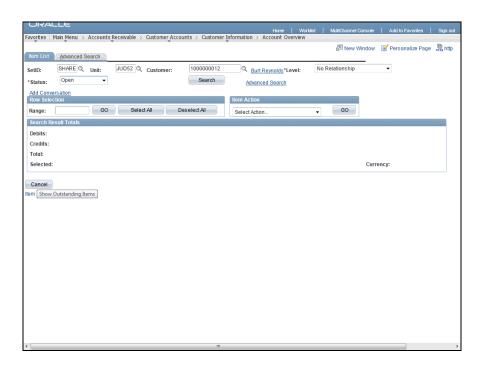


Step	Action
19.	The Account Overview - Balances page displays.
	Click the Search button.  Search



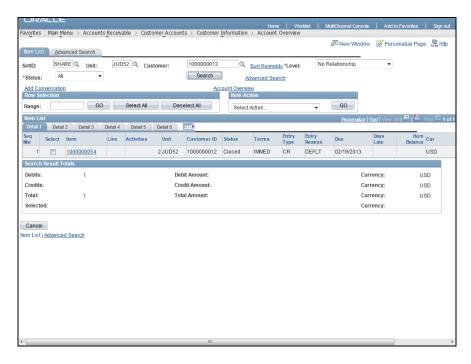


Step	Action
20.	Click the <b>Balance</b> link.
	Balance:



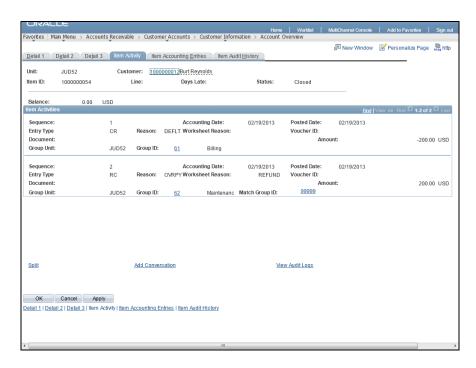
Step	Action
21.	The <b>Item List</b> displays.
	Click the <b>Status</b> list.
	Open ▼
22.	Click the All list item.
23.	Click the Search button.  Search





Step	Action
24.	Click the <b>1000000054</b> link.
	100000054
25.	The <b>Item - Detail 1</b> page displays.
	Click the Item Activity tab.





Action
The Item Activity page displays.
Review the information on the page.
Note: The RC, Refund a Credit and Reason: ESCRW are displayed and the item is closed.
You have successfully completed the Loading to AP for Voucher Creation topic.
You have learned how to: - load to AP from AR End of Procedure.

#### Lesson 5: Processing Deferred Payments

#### **Lesson Overview**

The first step in this end-to-end process is entering an invoice with a status of Hold to prevent processing, since it is entered for tracking purposes only.

This section walks through how to update the invoice to reflect a deferred payment extension, how to process a partial payment, and how to process a payment for the full remaining amount. This process is only applicable to District Court.

#### **Lesson Objectives**



After completing this section, you will be able to:

- enter a deferred payment invoice
- update a deferred payment
- process full and partial payments
- print a pro forma Deferred Invoice

#### 5.1 Entering a Deferred Payment Invoice and Printing a Pro Forma Invoice

We will enter an invoice with a Status of Hold using an existing Customer.

After completing this topic, you will be able to:

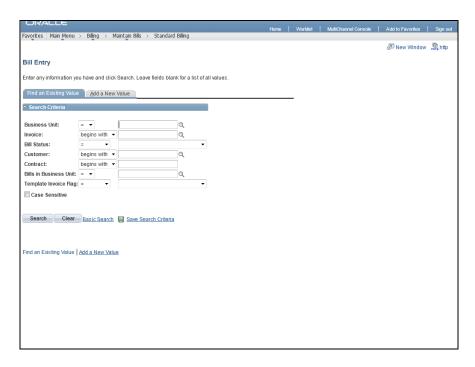
- saved an invoice with a Status of Hold.
- generates an Invoice Number.

#### **Procedure**

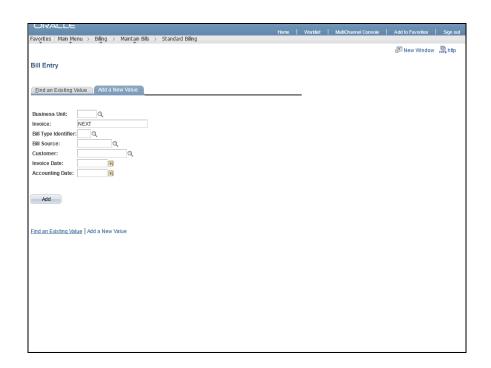
In this topic, you learn how to be able to enter a deferred payment invoice and print it.

Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
4.	Click the Maintain Bills menu.  Maintain Bills
5.	Click the Standard Billing menu.  Standard Billing



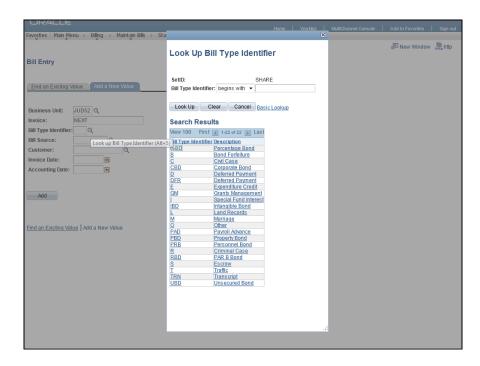


Step	Action
6.	The Bill Entry search page displays.
	Click the Add a New Value tab.  Add a New Value



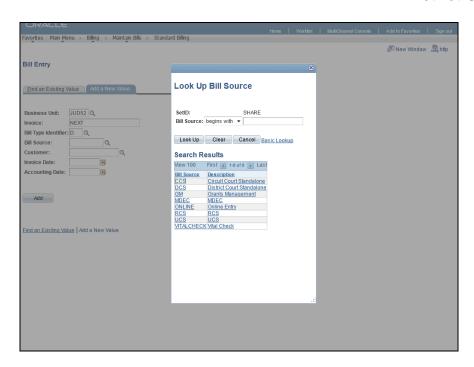


Step	Action
7.	The Add a New Value tab displays.
	Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "JUD52."
8.	Click the Look up Bill Type Identifier button.



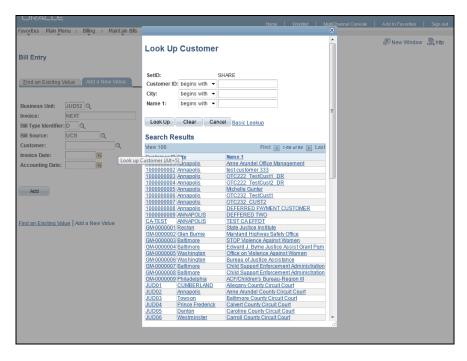
Step	Action
9.	The Look up Bill Type Identifier window displays.
	Click the <b>Deferred Payment</b> option.  DER Deferred Payment
10.	Click the <b>Look up Bill Source</b> button.





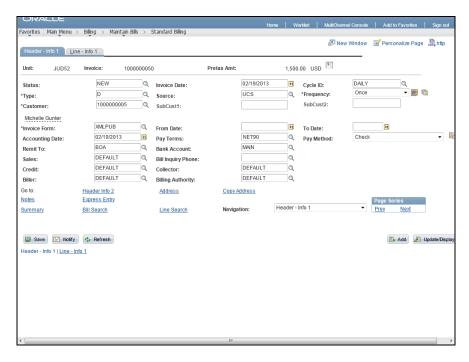
Step	Action
11.	The Look Up Bill Source window displays.
	Click the <b>ONLINE</b> option.  ONLINE
12.	Click the <b>Look up Customer</b> button.





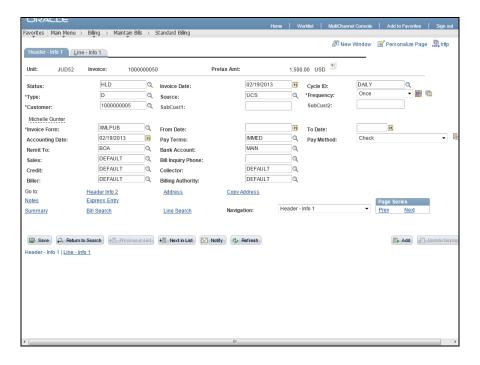
Step	Action
13.	The <b>Look Up Customer</b> window displays.
	Select your <b>Local Customer</b> . For this example, click <b>Michelle Gunter</b> .  Michelle Gunter
14.	Enter "t" in the <b>Invoice Date</b> field.
15.	Enter "t" in the Accounting Date field.
16.	Click the <b>Add</b> button.



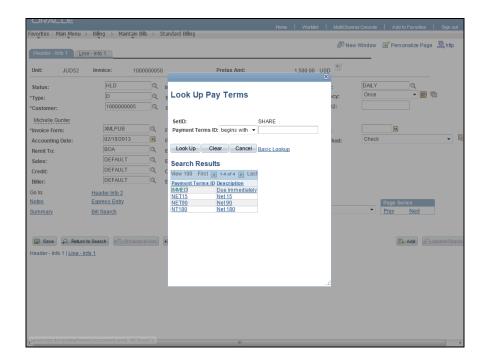


Step	Action
17.	The <b>Header - Info 1</b> tab displays.
	Click the <b>Look up Status</b> button.
18.	Click the Hold Bill option.
	Hold Bill



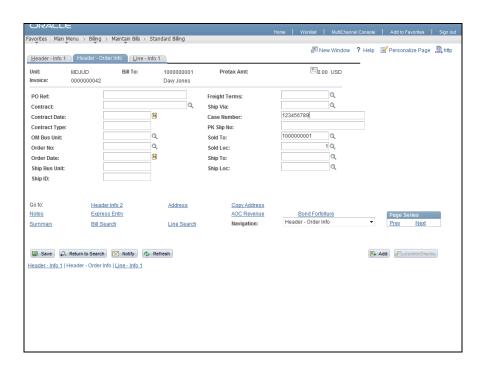


Step	Action
19.	Click the <b>Look up Pay Terms</b> button.



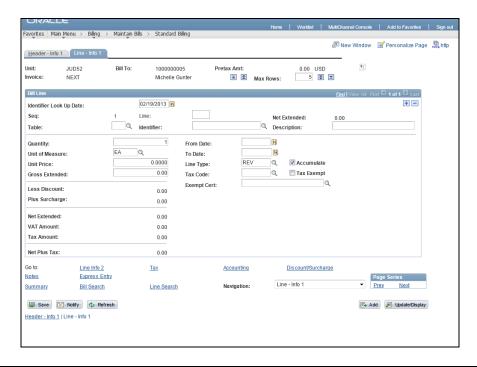


Step	Action
20.	The <b>Look Up Pay Terms</b> window displays.
	Click the <b>NET90</b> option.
	NET90
21.	Ensure that the <b>Header</b> information that defaulted on the bill is correct, such as Bank Account. The values in the <b>Sales</b> , <b>Credit</b> , <b>Biller</b> , <b>Collector</b> , and <b>Billing Authority</b> are required for PeopleSoft to operate, but are not applicable for Judiciary business processes.
22.	Click the Navigation list.  Header - Info 1   ▼
23.	Click the <b>Header - Order Info</b> list item.  Header - Order Info



Step	Action
24.	The <b>Header - Order Info</b> tab displays.
	Enter the desired information into the <b>Case Number</b> field. For this example, enter "123456789".
25.	Click the Line - Info 1 tab.





Step	Action
26.	The <b>Line - Info 1</b> tab displays.
	Enter an amount in the <b>Gross Extended</b> field. For this example, enter "1500."
27.	Enter a description to signify the total billed amount of the deferred payment in the <b>Description</b> field. For this example, enter " <b>Total Deferred Payment Billed Amount</b> ."  Note: The description field will be displayed on the invoice.
28.	Click the Save button.
29.	If you wish to add notes to your invoice, click the <b>Notes</b> link at the bottom of the page. This note will also be printed under the Total Amount line.
30.	Click the <b>Pro Forma</b> button.



	ACLE"		PRO F Invoice Invoice Page:		100000050 2/19/13 1 of 1	
Please Remit To: Bank of America United States		Customer Number: Payment Terms:		1000000005 Net 90		
Oili	ned chares		Due D	ate:	5/20/13	
Bill To: Michelle Gunter 123 Anystreet Annapolis MD 21401 United States		AMOU	INT DUE:	1,500 USD		
				-	Amount Remitted	
	illing questions, p	please call				Original
For bi		Description	Quantity	UOM	Unit Amt	Net Amount
	Identifier	Description				
Line	Identifier 021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
For bi Line		Charge Code for INT test	1.00	EA	1,500.00	1,500.00
Line	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	

Step	Action
31.	The <b>Pro Forma</b> statement displays in a new window.
	Print the Pro Forma invoice if needed.
32.	You have successfully completed the Enter Deferred Payment Invoice and Print Pro Forma Invoice topic.
	You have learned to: - enter a deferred payment invoice - send an invoice to print End of Procedure.

#### 5.2 Updating the Invoice for Deferred Payment Extension

This topic walks through the process of updating the invoice with new payment terms to reflect a deferred payment extension.

After completing this topic, you will be able to:

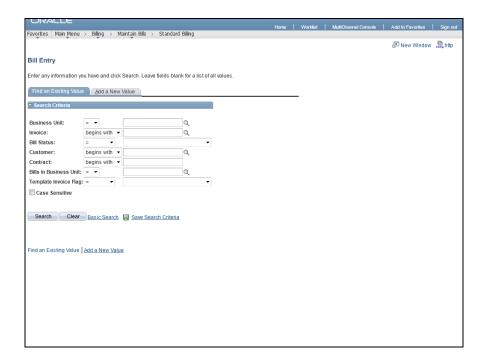
• save the invoice with the new payment terms entered.

#### **Procedure**

In this topic, you will learn how to update the invoice for deferred payment extension.



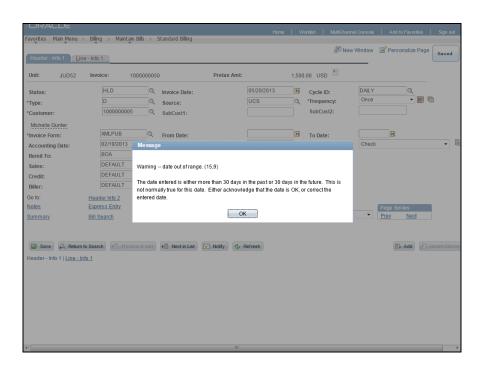
Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the <b>Menu sort</b> button.
	<b>\$</b>
3.	Click the <b>Billing</b> menu.
	Billing     →
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the Standard Billing menu.
	Standard Billing



Step	Action
6.	The <b>Bill Entry</b> search page displays.
	Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "JUD52."

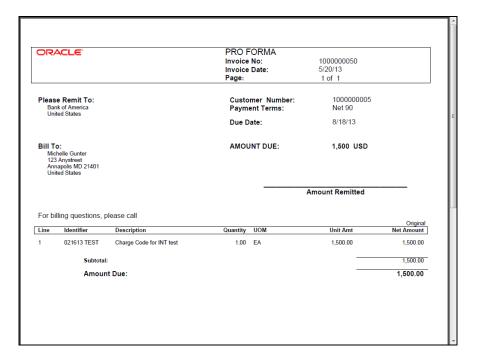


Step	Action
7.	Click the <b>Search</b> button.  Search
8.	Select the invoice you created. For this example, click <b>Invoice 100000050</b> . 1000000050
9.	The <b>Header - Info 1</b> page displays.  For a 90 day extension, enter a date that is 90 days after the original <b>Invoice Date</b> .  For this example, enter "05/20/13" since it is 90 days after 02/19/13
10.	Click the Save button.



Step	Action
11.	A message will appear alerting you that the date is out of normal range. Click the <b>OK</b> button.
12.	Click the <b>Pro Forma</b> button.





Step	Action
13.	The <b>Pro Forma</b> statement displays in a new window.
	Make sure the Invoice Date and Due Date were updated properly on the Pro Forma invoice.
14.	You have successfully completed the <i>Update Invoice for Deferred Payment Extension</i> topic.
	You have learned to: - update the invoice for deferred payment End of Procedure.

#### 5.3 Processing a Partial Payment

This topic walks through the steps to record a partial payment, which is performed by adding a new line on the invoice.

After completing this topic, you will be able to:

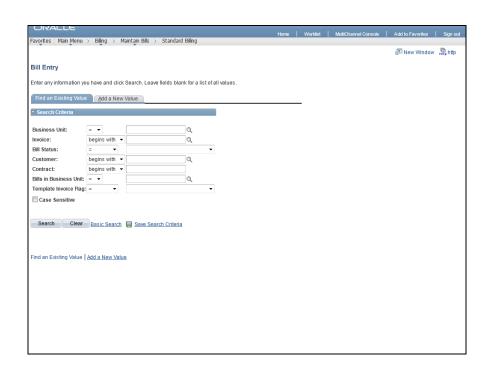
• save an invoice with the addition of a new line to record a partial payment.

#### **Procedure**

In this topic, you will learn how to process a partial payment.



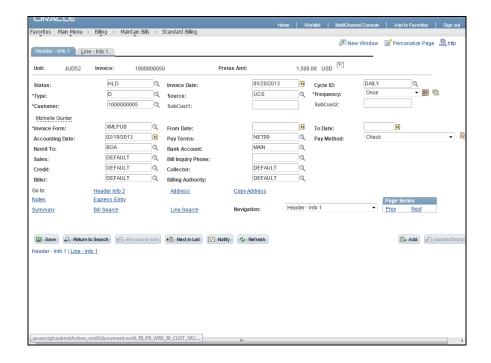
Step	Action	
1.	1. Begin by navigating to the <b>Standard Billing</b> page.	
	Click the <b>Main Menu</b> button.  Main Menu	
2.	Click the <b>Menu sort</b> button.	
	<b>\$</b>	
3.	Click the <b>Billing</b> menu.	
	Billing     ▶	
4.	Click the Maintain Bills menu.	
	Maintain Bills	
5.	Click the <b>Standard Billing</b> menu.	
	Standard Billing	



Step Action	
6.	The Bill Entry search page displays.
	Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "JUD52."

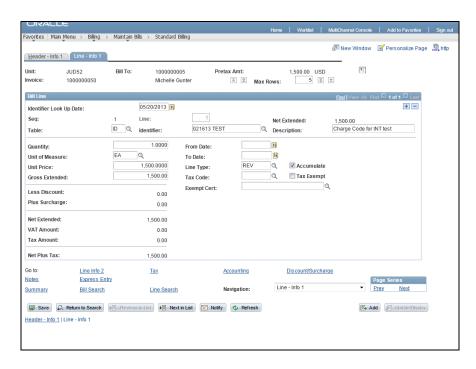


Step Action	
7.	Click the <b>Search</b> button.  Search
8.	Select the invoice you created. For this example, click <b>Invoice 1000000050</b> .



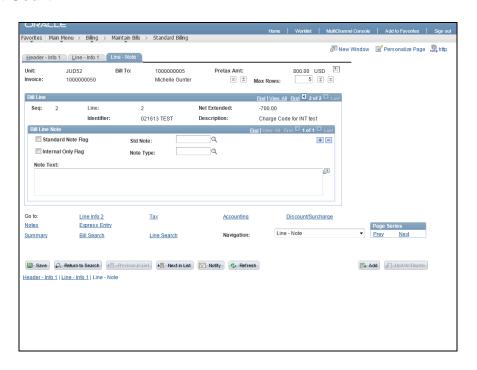
Step	Action	
9.	The Standard Billing - Header - Info 1 page displays.	
	Click the Line - Info 1 tab. <u>Line - Info 1</u>	





Step	Action
10.	The <b>Line - Info 1</b> page displays.
	Click the Add a new row at row 1 button.
Enter the date of the partial payment in the <b>Identifier</b> field. For this ex "06/20/13."	
12. Enter the amount of the partial payment as a negative number in the <b>Gr Extended</b> field. For this example, enter "-700."	
13.	Enter a description to signify the partial payment in the <b>Description</b> field. For this example, enter " <b>Partial Payment</b> ."
14.	Click the Notes link. Notes





Step	Action
15.	The <b>Line - Note</b> tab displays.
	Enter any notes associated with the second bill line in the <b>Note Text</b> field. For this example, enter 6/20/2013.
16.	Click the Save button.
17.	Click the <b>Header - Info 1</b> tab.  Header - Info 1
18.	Click the <b>Pro Forma</b> button.



Michelle Gu 123 Anystre	merica tes			mer Number: ent Terms:	1000000005 Net 90	
Bill To: Michelle Gi 123 Anystr			Due D	ato:		
Michelle Gu 123 Anystre				ate.	8/18/13	
United Stat	Bill To: Michelle Gunter 123 Anystreet Annapolis MD 21401 United States		AMOUNT DUE:		800 USD	
For billing a	uestions, p	lease call			Amount Remitted	
	ntifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
0216	613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
0216	613 TEST	Charge Code for INT test	1.00	EA	-700.00	-700.00
	Subtotal:					800.00
	Amoun	t Due:				800.00

Step	Action
19.	The <b>Pro Forma</b> statement displays in a new window.
	Review and then print the invoice if needed.
20. You have successfully completed the <i>Process Partial Payment</i> topic.	
	You have learned to: - process a partial payment End of Procedure.

#### 5.4 Processing a Full Payment

This topic walks through the steps to record a payment for the full remaining amount, which is performed by adding a new line to the invoice. The last step is to update the invoice with a Status of Canceled to preserve history and prevent processing, since it was entered for tracking purposes only. Adding a new line for a credit amount to bring the invoice amount to \$0.00 is an optional step, and is not required in order to change the Header Status to "Cancelled".

After completing this topic, you will be able to:

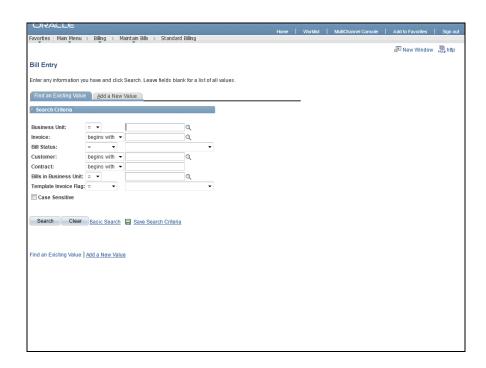
• save an invoice with a new line to record full payment with an outstanding amount of \$0, and has a Status of "Cancelled".

#### **Procedure**

In this topic, you will learn to process a full payment.



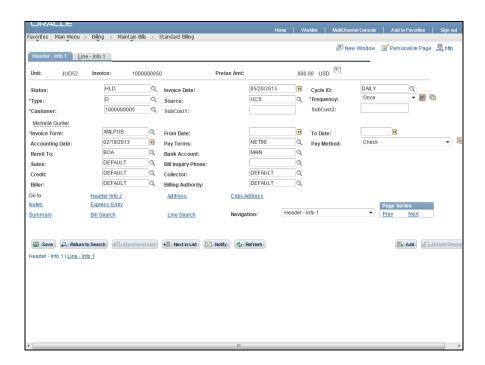
Step	Action		
1.	Begin by navigating to the <b>Standard Billing</b> page.		
	Click the <b>Main Menu</b> button.  Main Menu		
2.	Click the up and down arrows to <b>Menu sort</b> button.		
3.	Click the <b>Billing</b> menu.		
	□ Billing		
4.	Click the Maintain Bills menu.		
	Maintain Bills		
5.	Click the <b>Standard Billing</b> menu.		
	Standard Billing		



Step Action		Action
6. The <b>Bill Entry</b> search page displays.		The <b>Bill Entry</b> search page displays.
		Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "JUD52."

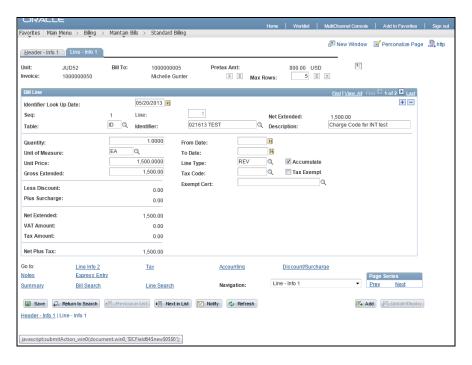


Step	Action
7.	Click the <b>Search</b> button.  Search
8.	Select the invoice you created. For this example, enter <b>Invoice 100000050</b> . 1000000050



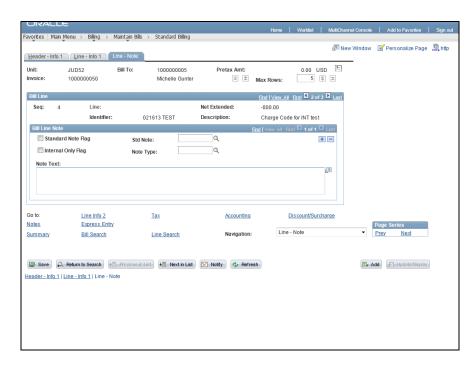
Step	Action	
9.	The <b>Standard Billing - Header - Info 1</b> page displays.	
	Click the Line - Info 1 tab.  Line - Info 1	





Step	Action
10.	The <b>Line - Info 1</b> tab displays.
	Click the Add a new row at row 1 button.
11.	Enter a description for the full payment in the <b>Description</b> field. For this example, enter " <b>Full Payment</b> ."
12.	Enter the date of the full payment in the <b>Identifier</b> field. For this example, enter "021613 TEST".
13.	Enter the amount remaining on the invoice in the <b>Gross Extended</b> field. For this example, enter "-800."
14.	Click the Notes link. Notes





Step	Action
15.	The <b>Line - Note</b> tab displays.
	Enter notes associated with line 3 in the <b>Note Text</b> field. For this example, enter "7/20/13".
16.	Click the Save button.
17.	Click the <b>Header - Info 1</b> tab. <u>Header - Info 1</u>
18.	Click the <b>Look up Status</b> button.
19.	Click the Canceled link.
20.	Click the Save button.
21.	You have successfully completed the <i>Process Full Payment</i> topic.
	You have learned to: - process full payment End of Procedure.



#### Lesson 6: Processing Bond Forfeitures

#### **Lesson Overview**

In this lesson, you will learn to exercise processing bond forfeitures in GEARS. Bond Forfeitures are recorded through an online entry method for tracking purposes. If more than one Bond Forfeiture exists for the Case Number a link will be provided to display all Bond Forfeitures for that case number.

#### **Lesson Objectives**

After completing this lesson, you will be familiar with:

- Creating an Escrow and Surety Customer
- Creating an Invoice with a Status of Hold
- Processing a Partial Payment
- Processing a Full Payment

#### 6.1 Creating an Escrow and Surety Customer

This topic details the process of creating a Local Customer (Defendant) and a Surety Customer. The process is similar for both.

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

After completing this topic, you will learn how to:

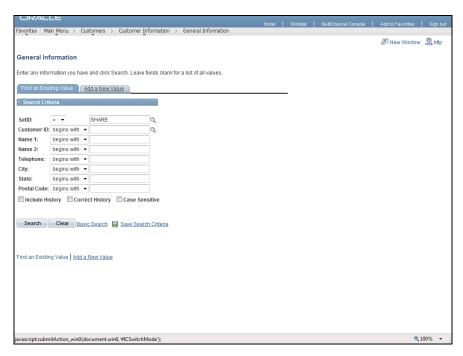
Create a new Surety and/or Escrow customer

#### **Procedure**

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

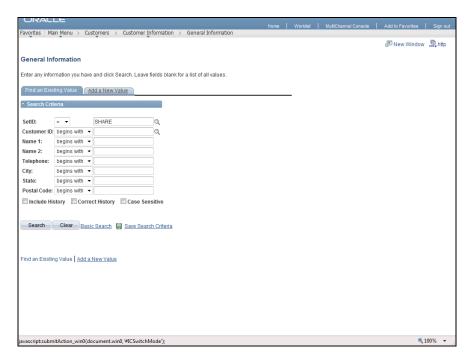
Step	Action
1.	Begin by navigating to the <b>Customer Information - General Information</b> page.
	Click the Customers link.  Customers
2.	Click the Customer Information link.  Customer Information
3.	Click the General Information link.  General Information



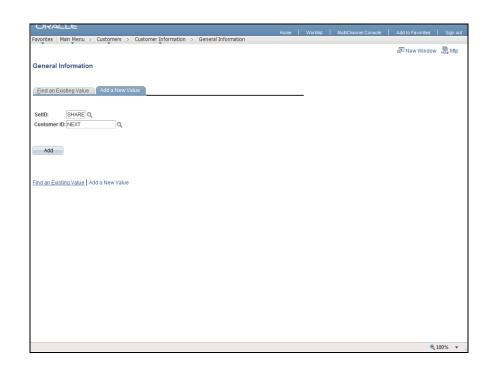


Step	Action
4.	The <b>Customer Information - General Information</b> search page displays. Before you create a new customer, you can check to see if the customer already exists in the system.
	Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the <b>Search</b> button.



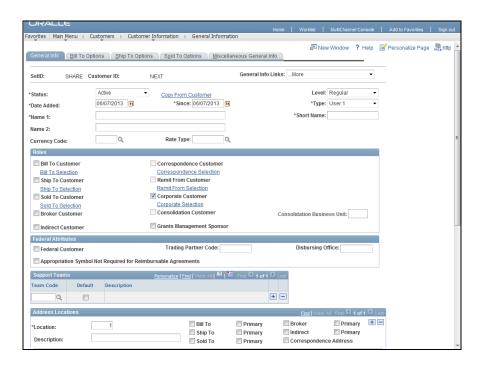


Step	Action
5.	If the customer doesn't exist, click the Add a New Value tab.
	Add a New Value



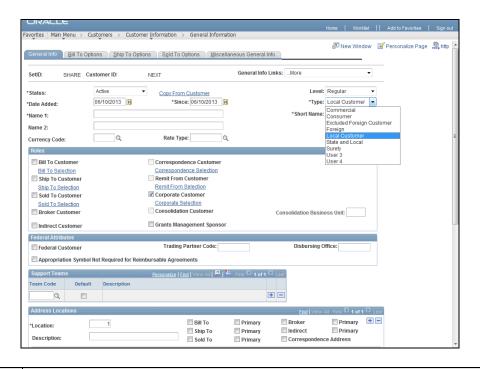


Step	Action
6.	The General Information - Add New Value search page displays.
	Click the <b>Add</b> button.



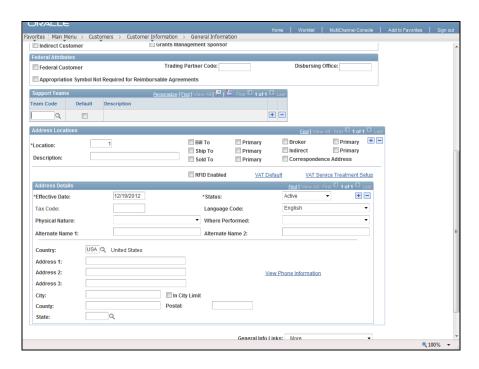
Action
The Customer Information - General Information page displays.
Enter the desired information into the Name 1 field. Enter "Anne Arundel Office Management".
Click the <b>Type</b> list.  Local Customer





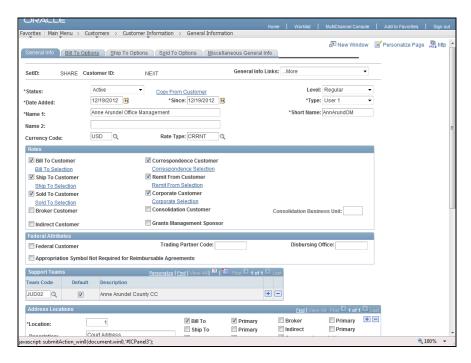
Step	Action
9.	Depending on the type of customer you wish to create, you can select either the <b>Surety</b> list item to create a Surety customer or select <b>Local Customer</b> to create an Escrow customer.
10.	For this example, we can create a Surety Customer. Click the <b>Surety</b> list item.  Surety
11.	Enter the desired information into the <b>Currency Code</b> field. Enter " <b>USD</b> ".
12.	Enter the desired information into the <b>Rate Type</b> field. Enter " <b>CRRNT</b> ".
13.	Click the Bill To Customer option.  Bill To Customer
14.	Click the Sold To Customer option.  Sold To Customer
15.	Move the scrollbar downwards.



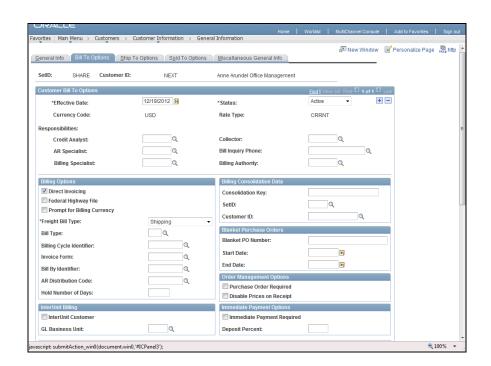


Step	Action
16.	Enter the desired information into the <b>Team Code</b> field. Enter " <b>SALES</b> ".
17.	Click the <b>Default</b> option.
18.	Click the <b>Bill To</b> option in the <b>Address Locations</b> section.
19.	Click the Sold To option.  Sold To
20.	Click the <b>Primary</b> option.  Primary
21.	Click the <b>Primary</b> option.  Primary
22.	Click the Correspondence Address option.  Correspondence Address
23.	Enter "customer address on file" into the Address Locations Description field.
24.	Enter the customer's address in the <b>Address 1</b> field, such as "210 Holiday Court."
25.	Enter the desired information into the City field. Enter "Annapolis".
26.	Enter the desired information into the <b>State</b> field. Enter " <b>MD</b> ".
27.	Enter the desired information into the <b>Postal</b> field. Enter "21401".
28.	Move the scrollbar upwards.



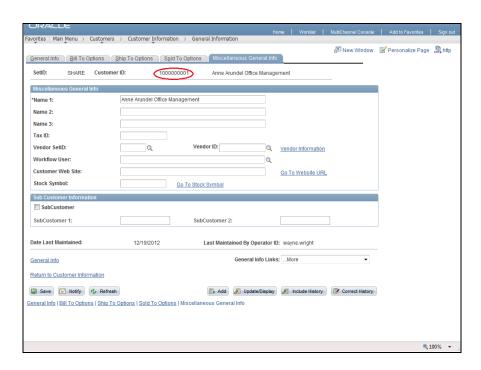


Step	Action
29.	Click the Bill To Options tab.
	Bill To Options





Step	Action
30.	The Bill To Options page displays.
	Enter the desired information into the Credit Analyst field. Enter "DEFAULT".
31.	Enter the desired information into the <b>Collector</b> field. Enter " <b>DEFAULT</b> ".
32.	Click the Miscellaneous General Info tab.  Miscellaneous General Info



Step	Action
33.	The <b>Miscellaneous General Info</b> page displays. Review the Miscellaneous General Information page.
	Note that there is now an ID associated with the Customer that you created.
34.	You have successfully completed the <i>Creating an Escrow and Surety Customer</i> topic.
	You have learned to: - manually create an Escrow or Surety customer End of Procedure.



#### 6.2 Creating an Invoice with a Status of Hold

This process details the steps to create a new invoice with a Bill Type of BND for tracking the necessary Bond Forfeiture information. The invoice will then be saved with a status of Hold.

After completing this topic, you will be able to:

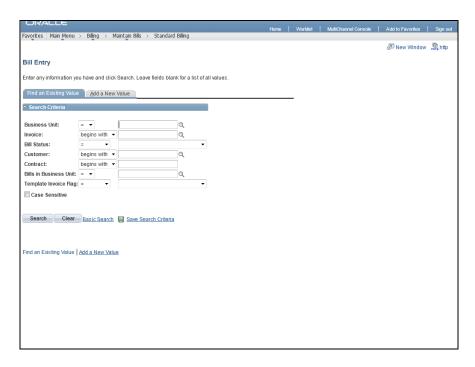
• Create a new Bond Forfeiture invoice with the custom Bond Forfeiture tracking fields.

#### **Procedure**

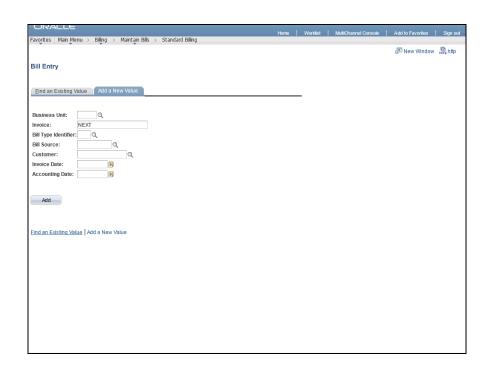
In this topic, you will learn how to create a new invoice with a Bill Type of BND for tracking the necessary Bond Forfeiture information.

Step	Action
1.	Navigate to the <b>Standard Billing</b> page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the <b>Menu sort</b> button.
	<b>♦</b>
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the <b>Standard Billing</b> menu.
	Standard Billing



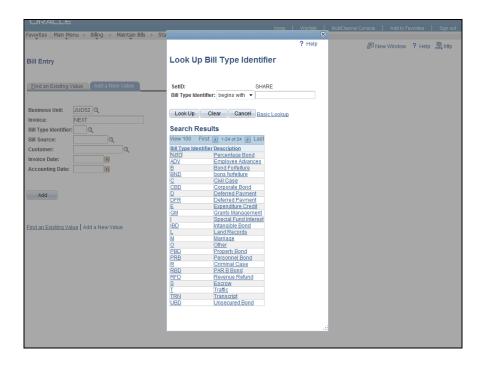


Step	Action
6.	The Bill Entry search page displays.
	Click the Add a New Value tab.  Add a New Value



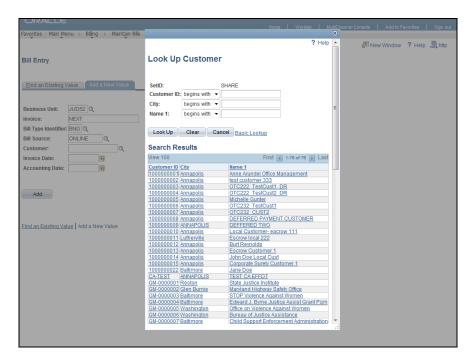


Step	Action
7.	The <b>Add a New Value</b> tab displays.
	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>JUD52</b> ".
8.	Click the <b>Look up Bill Type Identifier</b> button.



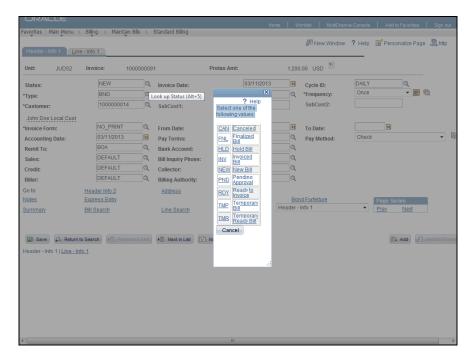
Step	Action
9.	The Look Up Bill Type Identifier window displays.
	Click the <b>BND</b> link.
10.	Click the <b>Look up Bill Source</b> button.
11.	Click the ONLINE link. ONLINE
12.	Click the <b>Look up Customer</b> button.



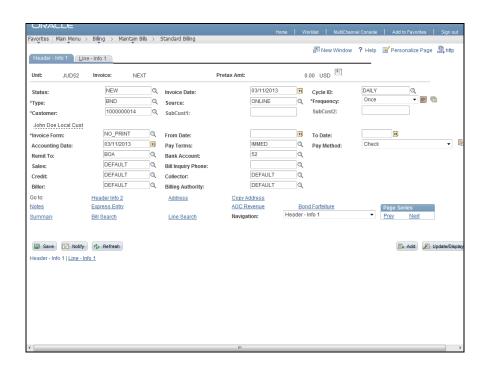


Step	Action
13.	The <b>Look Up Customer</b> window displays.
	Click the <b>John Doe Local Cust</b> link, or the Local Customer of your choice.
	John Doe Local Cust
14.	Enter the desired information into the <b>Invoice Date</b> field. Enter "t".
15.	Enter the desired information into the <b>Accounting Date</b> field. Enter "t".
16.	Click the Add button.
17.	The <b>Standard Billing - Header - Info 1</b> page displays.
	Click the <b>Look up Status</b> button.



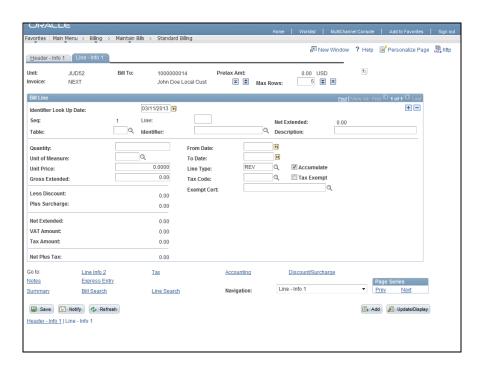


Step	Action
18.	Click the <b>HLD</b> link.
	HLD



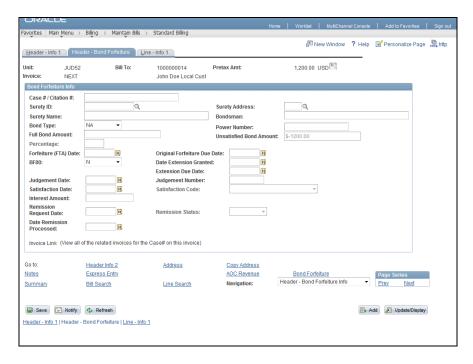


Step	Action
19.	Click the Line - Info 1 tab.



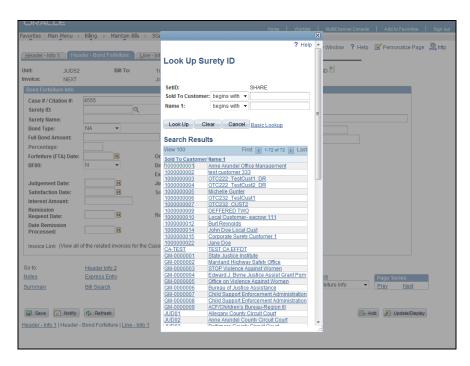
Step	Action
20.	The <b>Line - Info 1</b> tab displays.
	Enter the desired information into the <b>Description</b> field. Enter "Bond Forfeiture".
21.	Enter the desired information into the <b>Gross Extended</b> field. Enter "1200".
22.	Click the <b>Header - Info 1</b> tab.  Header - Info 1
23.	Click the <b>Bond Forfeiture</b> link.  Bond Forfeiture





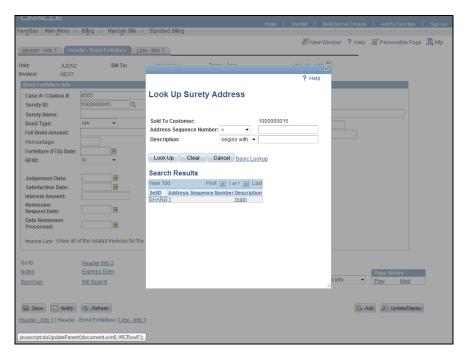
Step	Action
24.	The <b>Header - Bond Forfeiture</b> page displays.
	Enter the desired information into the <b>Case # / Citation #</b> field. Enter "4555" or the case number you desire.
25.	Click the <b>Look up Surety ID</b> button.





Step	Action
26.	The Look Up Surety ID window displays.
	Click the Corporate Surety Customer 1 link.  Corporate Surety Customer 1
27.	Click the Look up Surety Address button.





Step	Action
28.	The Look Up Surety Address window displays.
	Click the 1 link.
29.	Enter the desired information into the <b>Bondsman</b> field. Enter " <b>John Brown</b> " or any name.
30.	Click the <b>Bond Type</b> list.  NA   The state of the bond Type list.
31.	Click the Corporate list item. Corporate
32.	Enter the desired information into the <b>Power Number</b> field. Enter " <b>PW77</b> ".
33.	Enter the desired information into the <b>Full Bond Amount</b> field. Enter "1200.00".
34.	Enter the desired information into the <b>Forfeiture</b> ( <b>FTA</b> ) <b>Date</b> field. Enter "t".
	<b>Note:</b> the Original Forfeiture Due Date will be auto completed when a date is entered.
35.	Click the <b>BF80</b> list.  N  ▼



Step	Action
36.	Click the Y list item.
	Note: The Extension Due Date will be auto completed when "Y" is selected.
37.	Enter the desired information into the <b>Date Extension Granted</b> field. Enter "03122012".
38.	Enter the desired information into the <b>Judgement Date</b> field. Enter "04012013".
39.	Enter the desired information into the <b>Judgement Number</b> field. Enter " <b>JDG11</b> ".
40.	Enter the desired information into the <b>Satisfaction Date</b> field. Enter "05152013".
41.	Click the Satisfaction Code list.
42.	Click the BFDA - Discharged list item.  BFDA - Discharged
43.	Enter the desired information into the <b>Interest Amount</b> field. Enter "25.00".
44.	Enter the desired information into the <b>Remission Request Date</b> field. Enter "03152013".
45.	Click the Remission Status list.
46.	Click the <b>Denied</b> list item.  Denied
47.	Enter the desired information into the <b>Date Remission Processed</b> field. Enter "06252013".
48.	Click the <b>Header - Info 1</b> tab.  Header - Info 1
49.	Click the Save button.
50.	You have successfully completed the <i>Creating an Invoice with a Status of Hold</i> topic.
	You have learned how to: - create an invoice with a hold status End of Procedure.

### **6.3 Processing a Partial Payment**

This topic walks through the steps to record a partial payment, which is performed by adding a new line on the invoice.

After completing this topic, you will be able to:

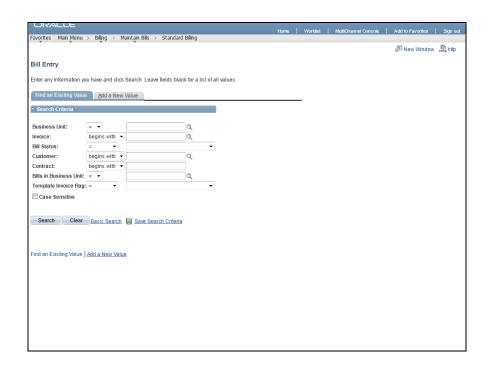


• save an invoice with the addition of a new line to record a partial payment.

#### **Procedure**

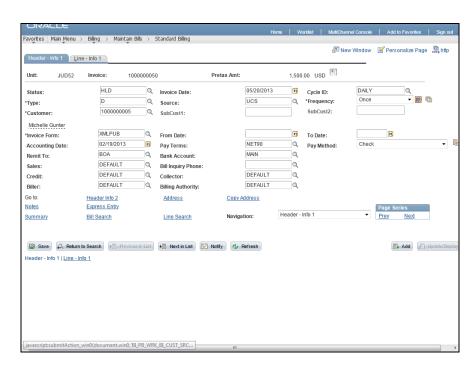
In this topic, you will learn how to process a partial payment.

Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the up and down arrows to <b>Menu sort</b> button.
	<b>\$</b>
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the Standard Billing menu.  Standard Billing



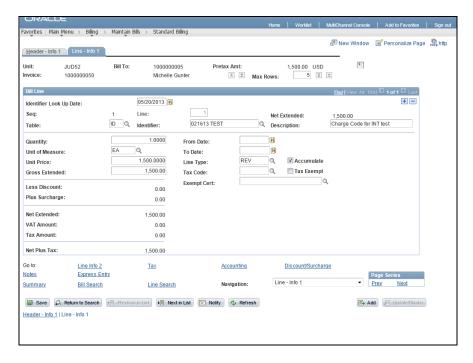


Step	Action
6.	The <b>Bill Entry</b> search page displays.
	Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "JUD52."
7.	Click the Search button.  Search
8.	Select the invoice you created. For this example, click <b>Invoice 1000000050</b> . 1000000050



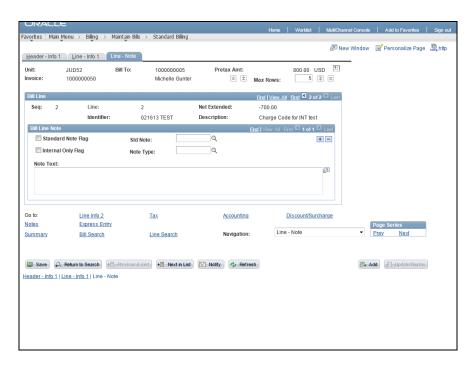
Step	Action
9.	The Standard Billing - Header - Info 1 page displays.
	Click the Line - Info 1 tab. <u>Line - Info 1</u>





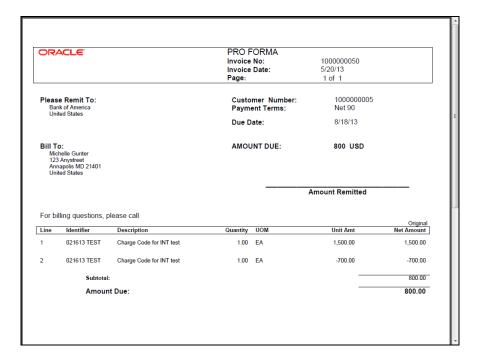
Step	Action
10.	The <b>Line - Info 1</b> page displays.
	Click the Add a new row at row 1 button.
11.	Enter the date of the partial payment in the <b>Identifier</b> field. For this example, enter "06/20/13."
12.	Enter the amount of the partial payment as a negative number in the <b>Gross Extended</b> field. For this example, enter "-700."
13.	Enter a description to signify the partial payment in the <b>Description</b> field. For this example, enter " <b>Partial Payment</b> ."
14.	Click the Notes link. Notes





Step	Action
15.	The <b>Line - Note</b> tab displays.
	Enter any notes associated with the second bill line in the <b>Note Text</b> field. For this example, enter 6/20/2013.
16.	Click the Save button.
17.	Click the <b>Header - Info 1</b> tab.  Header - Info 1
18.	Click the <b>Pro Forma</b> button.





Step	Action
19.	The <b>Pro Forma</b> statement displays in a new window.
	Review and then print the invoice if needed.
20.	You have successfully completed the Process Partial Payment topic.
	You have learned to: - process a partial payment End of Procedure.

### 6.4 Processing a Full Payment

This topic walks through the steps to record a payment for the full remaining amount, which is performed by adding a new line to the invoice. The last step is to update the invoice with a Status of Canceled to preserve history and prevent processing, since it was entered for tracking purposes only.

After completing this topic, you will be able to:

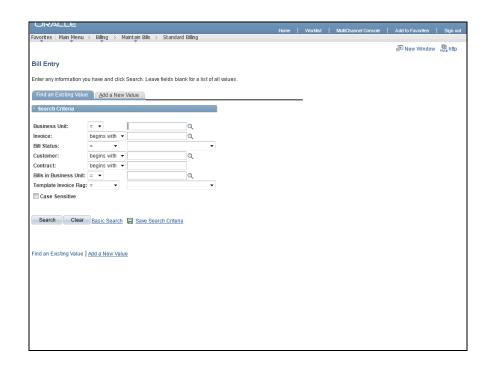
• save an invoice with a new line to record full payment with an outstanding amount of \$0, and has a Status of Canceled.

#### **Procedure**

In this topic, you will learn to process a full payment.



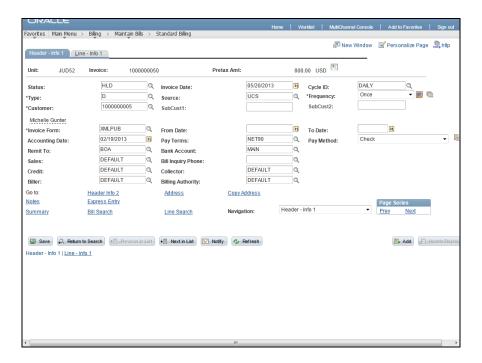
Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the up and down arrows to <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
	□ Billing
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the <b>Standard Billing</b> menu.
	Standard Billing



Step	Action
6.	The <b>Bill Entry</b> search page displays.
	Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "JUD52."

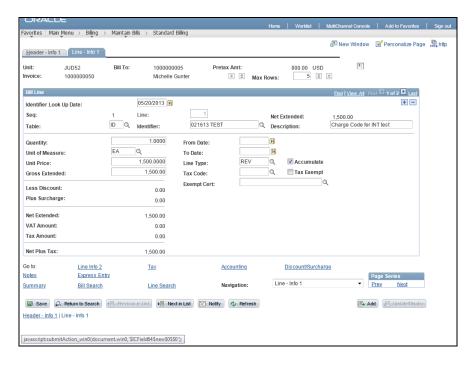


Step	Action
7.	Click the <b>Search</b> button.  Search
8.	Select the invoice you created. For this example, enter <b>Invoice 1000000050</b> . 1000000050



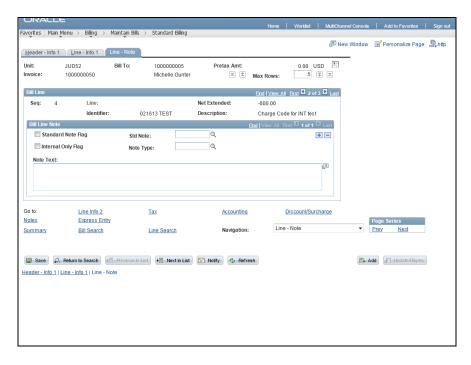
Step	Action
9.	The Standard Billing - Header - Info 1 page displays.
	Click the Line - Info 1 tab.  Line - Info 1





Step	Action
10.	The <b>Line - Info 1</b> tab displays.
	Click the Add a new row at row 1 button.
11.	Enter a description for the full payment in the <b>Description</b> field. For this example, enter "Full Payment."
12.	Enter the date of the full payment in the <b>Identifier</b> field. For this example, enter "021613 TEST".
13.	Enter the amount remaining on the invoice in the <b>Gross Extended</b> field. For this example, enter "-800."
14.	Click the Notes link. Notes





Step	Action
15.	The <b>Line - Note</b> tab displays.
	Enter notes associated with line 3 in the <b>Note Text</b> field. For this example, enter "7/20/13".
16.	Click the Save button.
17.	Click the <b>Header - Info 1</b> tab.  Header - Info 1
18.	Click the <b>Look up Status</b> button.
19.	Click the Canceled link.
20.	Click the Save button.
21.	You have successfully completed the <i>Process Full Payment</i> topic.
	You have learned to: - process full payment End of Procedure.



### 6.5 Creating a New Bill via Copy a Single Bill

Situations may occur when you need to enter a bill that is very similar to an existing bill. You can choose to copy the existing bill and update this bill as necessary. Copying bills can save data entry time and minimize the potential for errors.

You can copy any bill regardless of its status. When you copy a bill, all bill information including discounts, surcharges, notes, and accounting distribution is copied from the original bill. The only information that does not copy from the original bill is the bill status, the invoice date, and the invoice number.

When you copy a bill, the new bill is created with a status of New and no invoice date. The current system date is specified as the date on which the bill was created. After a bill has been copied, you can edit any field.

In this topic, you will copy an existing bill and modify it.

After completing this topic, you will be familiar with:

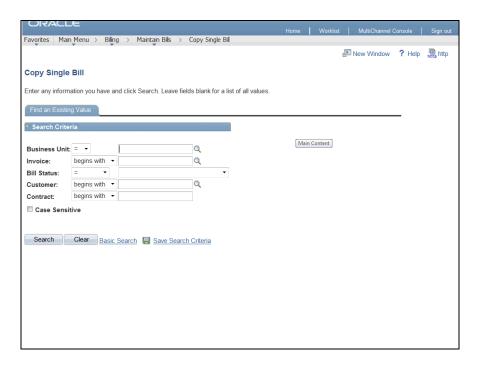
• the copying a single bill process

#### Procedure

In this topic, you will create a new bill by copying an existing bill.

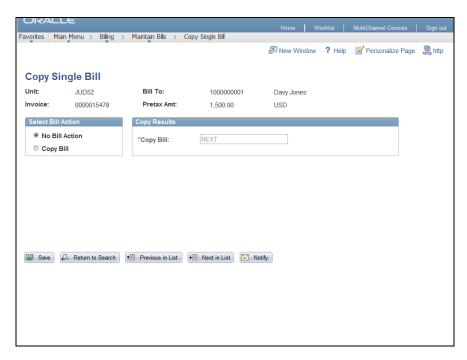
Step	Action
1.	Navigate to the Copy Single Bill page.
	Click the Main Menu button.  Main Menu
2.	Click the Menu Sort button.
	<b>\$</b>
3.	Click the <b>Billing</b> menu.
4.	Click the Maintain Bills menu.
5.	Click the Copy Single Bill menu.





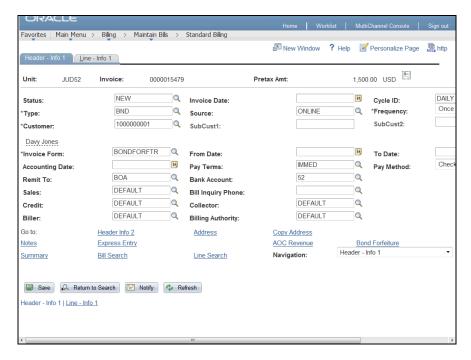
Step	Action
6.	The Copy Single Bill search page displays.
	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>Jud52</b> ".
7.	Click the Search button.  Search
8.	Select the Invoice you would like to copy from. Click the <b>Hold</b> link. Hold





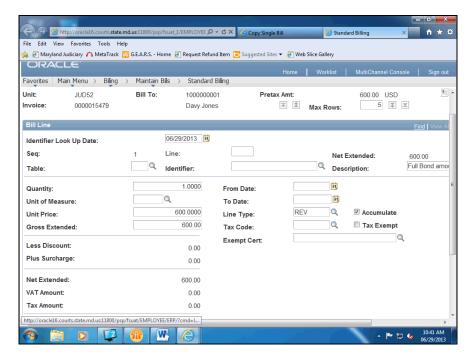
Step	Action
9.	The Copy Single Bill page displays.
	Click the Copy Bill option.
	Copy Bill
10.	Click the Save button.
11.	<b>Note:</b> A new invoice number is created at this time and a new link is available to navigate to the new bill.
	Click the <b>Go To Bill Header - Gen. Info</b> link.  Go To Bill Header - Gen. Info



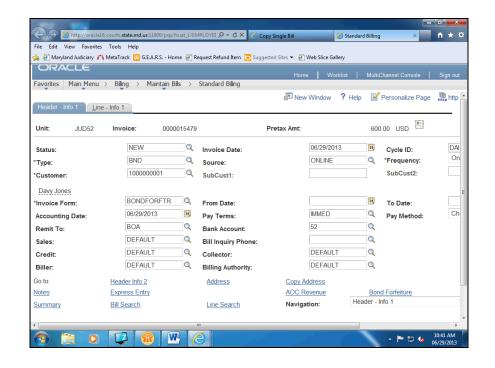


Step	Action
12.	The <b>Header - Info 1</b> page displays.
	Enter the desired information into the <b>Invoice Date</b> field. Enter "t".
13.	Enter the desired information into the <b>Accounting Date</b> field. Enter "t".
14.	Click the <b>Refresh</b> button.
15.	Click the Line - Info 1 tab.  Line - Info 1



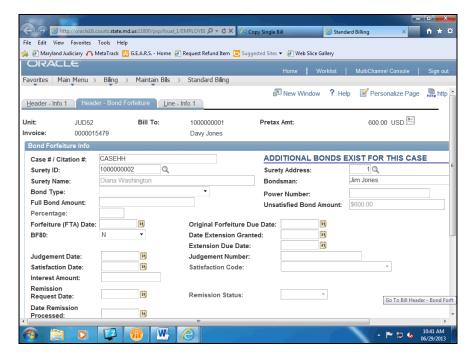


Step	Action
16.	The Line - Info 1 tab displays.
	Enter the amount for the new invoice in the <b>Gross Extended</b> field. Enter "-600" 600.00



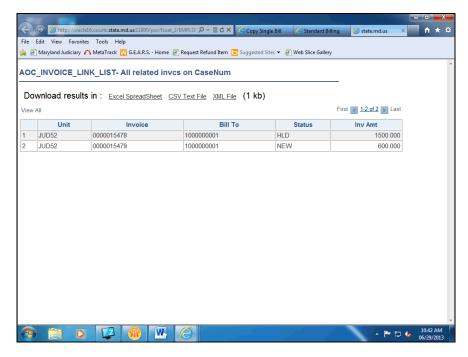


Step	Action
17.	Click the <b>Bond Forfeiture</b> link.
	Bond Forfeiture



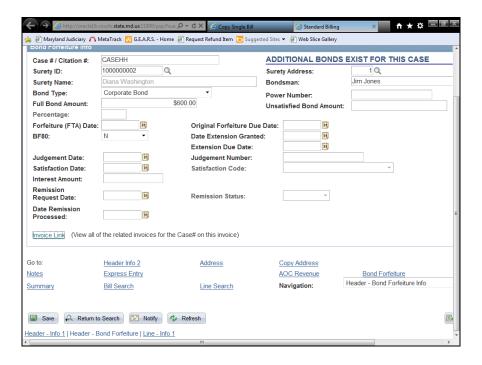
Step	Action
18.	The <b>Header - Bond Forteiture</b> tab displays.
	Click the <b>Bond Type</b> list.   ▼
19.	Click the Corporate Bond list item.  Corporate Bond
20.	Enter the desired information into the <b>Full Bond Amount</b> field. Enter "600.00".
21.	Note: The there is a note at the top of the page "Additional Bonds Exist for this Case'. This will appear when the same case number and more than 1 Bond Forfeiture Bill exists. To access the list of Bond Forfeiture bills click the Invoice Link link.  Invoice Link





Step	Action
22.	The results display in a new window.
	All invoices regardless of their header status will appear in this query if the same case number is present.
	Once you have downloaded or viewed your results, click the <b>Close Tab</b> button.





Step	Action
23.	Click the Save button.
24.	Change the Status from New to Hold using the lookup icon.  Click the <b>HLD</b> link.
25.	Click the Save button.
26.	You have successfully completed the <i>Creating a New Bill via Copy a Single Bill</i> topic.  You have learned how to: - create a new bill via copying an existing one End of Procedure.

### Lesson 7: Processing Bad Checks (Case Related)

#### **Lesson Overview**

This lesson details the processing instructions taken when a Bad Check is received. This process is written for those courts that are using RCS and the GEARS BUS process.



The steps in this process will reverse the original bill which was processed through the BUS. Therefore, the revenue will be reversed, and then you will need setup a new bill for the local customer and place it on hold to track for tracking purposes.

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Locate a bill through the use of Query Viewer
- Create a new Local Customer
- Credit the original invoice
- Create a new invoice for the defendant

### 7.1 Identifying the Original Bill

If the original bill or invoice is not known, then the research can be done with a query. If you have the Case or Receipt Number, there are two queries to identify an invoice via a Case Number or a Receipt Number. The query will provide you with the associated Invoice Number so you can credit it. In this topic, you will run the Identify Original Bill process.

After completing this topic, you will be able to:

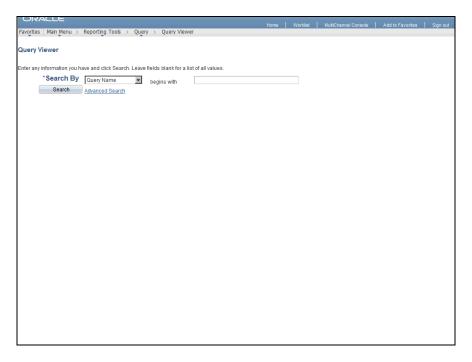
• Run the required query by entering the Case number or Receipt number

#### **Procedure**

In this topic, you will run the Identify Original Bill process.

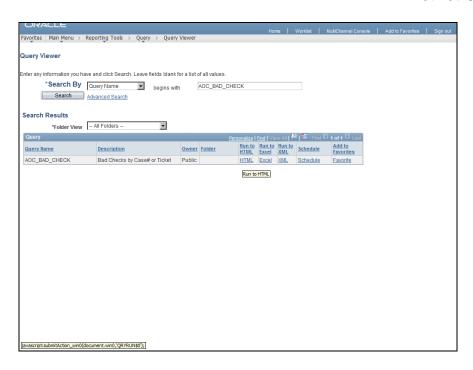
Step	Action
1.	Navigate to the <b>Query Viewer</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the <b>Menu Sort</b> button twice.
3.	Click the <b>Reporting Tools</b> menu.
	Reporting Tools
4.	Click the <b>Query</b> menu.
	Query ▶
5.	Click the <b>Query Viewer</b> menu.
	Query Viewer



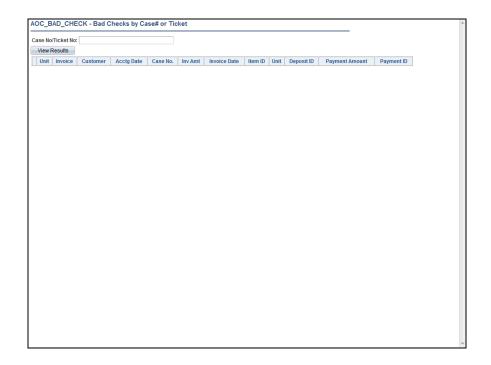


Enter



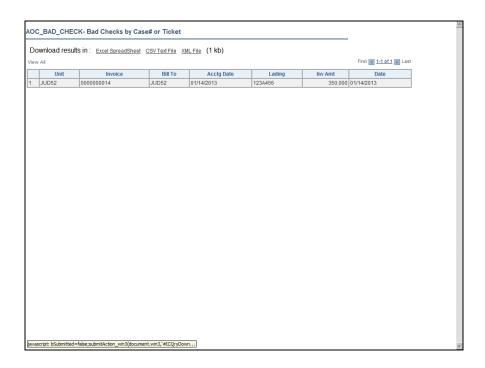


Step	Action
8.	Click the <b>HTML</b> link to view query results online. The data can also be viewed in Excel.  HTML





Step	Action
9.	Enter your Case or Ticket number, then click on View Results.



Step	Action
10.	WRITE DOWN or record the <b>Invoice Number</b> . You can also download the results using the options at the top of the page.
11.	You have successfully completed the Identifying the Original Bill topic.  You have learned how to: - run the Identify Original Bill report  End of Procedure.

#### 7.2 Creating a Local Customer

This topic details the process of creating a Local Customer (Defendant).

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

After completing this topic, you will learn how to:

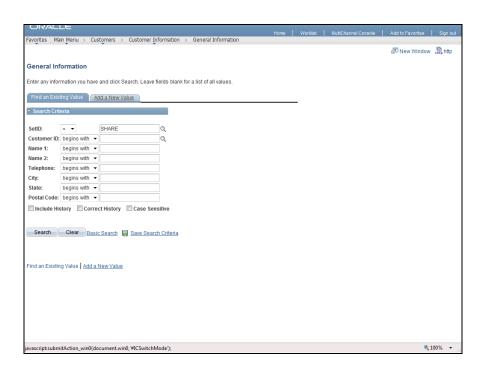
• Create a new Local Customer

#### **Procedure**



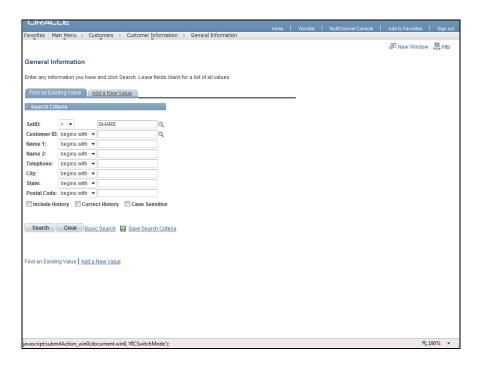
In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

Step	Action
1.	Begin by navigating to the <b>Customer Information - General Information</b> page.
	Click the Customers link.
2.	Click the Customer Information link.  Customer Information
3.	Click the General Information link.  General Information

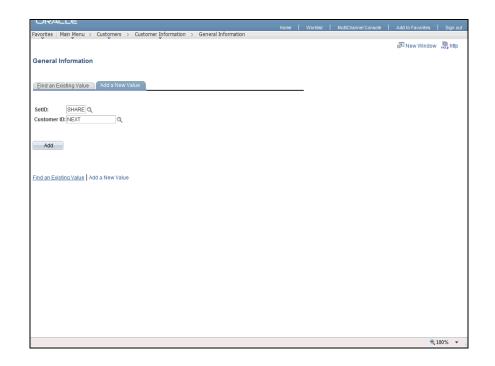


Step	Action
4.	The <b>Customer Information - General Information</b> search page displays. Before you create a new customer, you can check to see if the customer already exists in the system.
	Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the <b>Search</b> button.



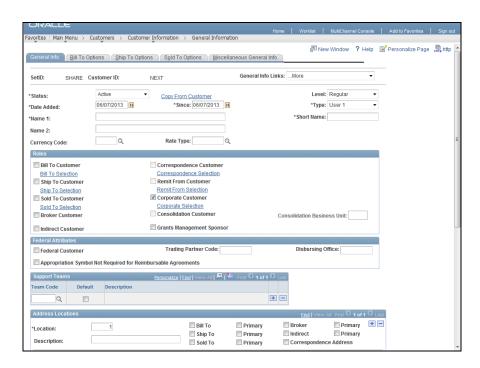


Step	Action
5.	If the customer doesn't exist, click the <b>Add a New Value</b> tab.
	Add a New Value



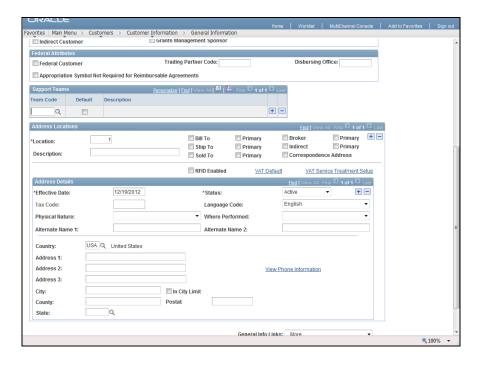


Step	Action
6.	The General Information - Add New Value search page displays.
	Click the <b>Add</b> button.



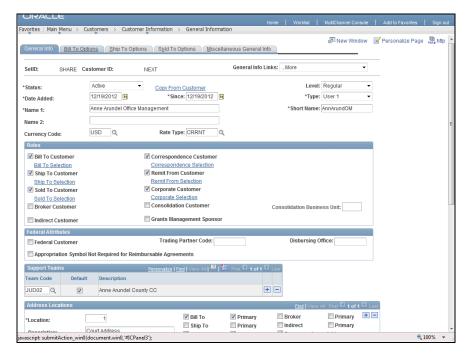
Step	Action
7.	The Customer Information - General Information page displays.
	Enter the desired information into the Name 1 field. Enter "Anne Arundel Office Management".
8.	Enter the desired information into the <b>Currency Code</b> field. Enter " <b>USD</b> ".
9.	Enter the desired information into the <b>Rate Type</b> field. Enter " <b>CRRNT</b> ".
10.	Click the Bill To Customer option.  Bill To Customer
11.	Click the Sold To Customer option.  Sold To Customer
12.	Move the scrollbar downwards.



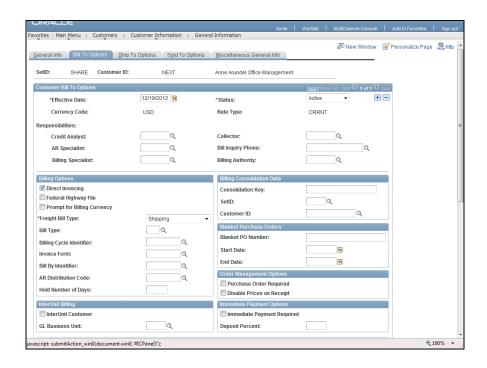


Step	Action
13.	Enter the desired information into the <b>Team Code</b> field. Enter " <b>SALES</b> ".
14.	Click the <b>Default</b> option.
15.	Click the <b>Bill To</b> option in the <b>Address Locations</b> section.
16.	Click the Sold To option.  Sold To
17.	Click the <b>Primary</b> option.  Primary
18.	Click the <b>Primary</b> option.  Primary
19.	Click the Correspondence Address option.  Correspondence Address
20.	Enter "customer address on file" into the Address Locations Description field.
21.	Enter the customer's address in the <b>Address 1</b> field, such as "210 Holiday Court."
22.	Enter the desired information into the <b>City</b> field. Enter " <b>Annapolis</b> ".
23.	Enter the desired information into the <b>State</b> field. Enter "MD".
24.	Enter the desired information into the <b>Postal</b> field. Enter "21401".
25.	Move the scrollbar upwards.



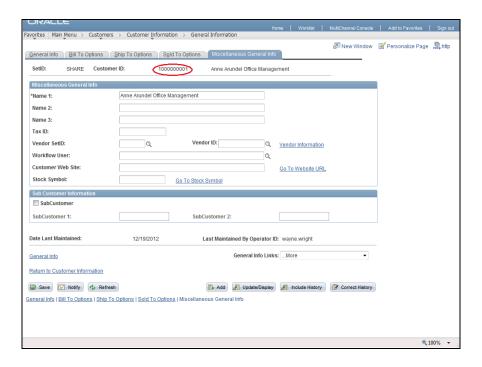


Step	Action
26.	Click the Bill To Options tab.
	Bill To Options





Step	Action
27.	The Bill To Options page displays.
	Enter the desired information into the <b>Credit Analyst</b> field. Enter " <b>DEFAULT</b> ".
28.	Enter the desired information into the <b>Collector</b> field. Enter " <b>DEFAULT</b> ".
29.	Click the Miscellaneous General Info tab.  Miscellaneous General Info



Step	Action
30.	The <b>Miscellaneous General Info</b> page displays. Review the Miscellaneous General Information page.
	Note that there is now an ID associated with the Customer that you created.
31.	You have successfully completed the <i>Creating an Escrow and Surety Customer</i> topic.
	You have learned to: - manually create an Escrow or Surety customer End of Procedure.



### 7.3 Crediting and Rebilling the Original Invoice

The next step in the process is to credit the bad check customer's original invoice, for the purpose of reversing the revenue that was recorded. GEARS has a 2-in-1 process called Credit and Rebill. A Credit Invoice is created to reverse the original invoice. A Rebill Invoice with a Status of New is also created to re-invoice the customer (we will add the Bad Check Fee to the Rebill Invoice in the next script). In this topic, you will credit and rebill an invoice.

After completing this topic, you will be able to:

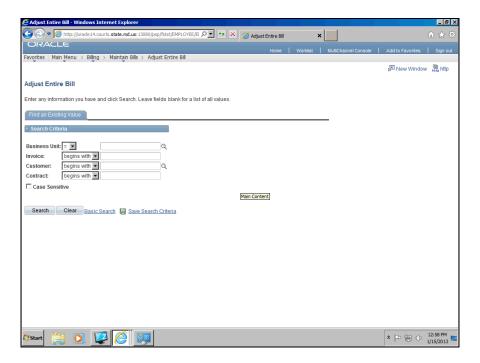
• Create a Credit Invoice for the exact amount, customer, and charges.

### **Procedure**

In this topic, you will credit and rebill an invoice.

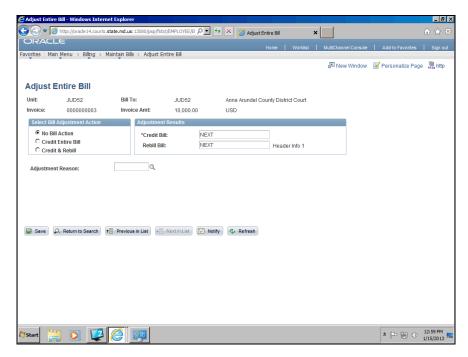
Step	Action
1.	Navigate to the Adjust Entire Bill page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the <b>Billing</b> menu.
	Billing
3.	Click the Maintain Bills menu.
	Maintain Bills
4.	Click the Adjust Entire Bill menu.
	Adjust Entire Bill





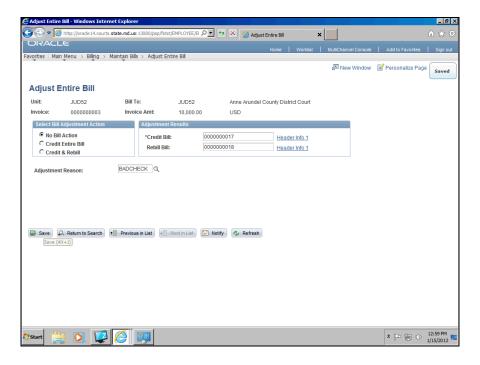
Step	Action
5.	The <b>Adjust Entire Bill</b> search page displays.
	Enter your Business Unit (Batch Agency) in the <b>Business Unit</b> field. In this example, enter " <b>JUD52</b> ".
6.	Enter the Invoice number from the query identified in the previous step, then click the <b>Search</b> button.  Search





Step	Action
7.	The <b>Adjust Entire Bill</b> page displays.
	Click the Credit & Rebill option.  Credit & Rebill
8.	Enter the desired information into the <b>Adjustment Reason</b> field. Enter "BADCHECK".
9.	Click the Save button.





Step	Action
10.	Please make note of the <b>Credit Bill</b> and the <b>Rebill Bill</b> Invoice Numbers. Also note the two <b>Header Info</b> hyperlinks that now appear alongside the Invoice Numbers.
11.	To access the Credit Bill Header, click on Header Info 1 link.  Header Info 1
12.	The <b>Billing General</b> page displays in a new Internet Explorer tab at the top of the page.  Review the information.  Click the <b>Save</b> button.
13.	You have successfully completed the <i>Credit and Rebill Original Invoice</i> topic.  You have learned how to: - credit and rebill an invoice End of Procedure.

### 7.4 Updating the Rebill Invoice

This topic shows you how to make a series of updates to the Bad Check Fee Rebill Invoice, which was created in the previous topic:

1. Using the Bad Check Charge Code, we will create a new row for the Bad Check Fee.



- 2. We will place the Bill in a Status of "Hold." Since the Bill is in a Status of "Hold," it will not be interfaced to Accounts Receivable. When legitimate payment is eventually received in full, we will cancel this invoice (this is covered in the previous topic). If a partial payment is received, we will drawdown the open balance of this invoice to process the partial payment.
- 3. We will update the Invoice Type, which updates the Invoice Form to Bad Check, so an invoice prints out in the correct format. The system allows us to do this, because at this point in the process, the Invoice has a Status of "New."
- 4. We will change the Customer ID from your local court number to the Customer ID we just setup a few steps back in this process.
- 5. We will add a new Bad Check Fee/charge to be included in the total invoice amount.
- 6. We will print the ProForma Invoice so it can be mailed to the local customer.

After completing this topic, you will be able to:

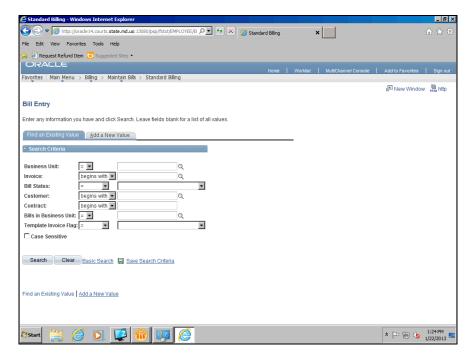
• Rebill an invoice

### Procedure

In this topic, you will update the rebill invoice.

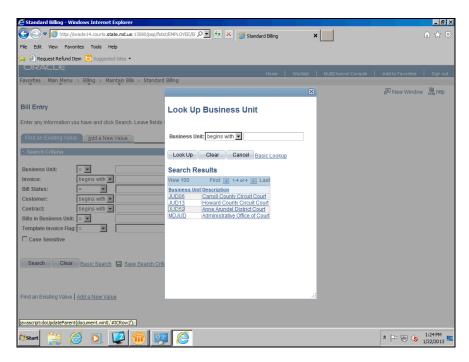
Step	Action
1.	Begin by navigating back to the <b>Adjust Entire Bill</b> page.
	Click the <b>Main Menu</b> button.  Main Menu
2.	Click the <b>Menu sort</b> button.
	<b>\$</b>
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the Adjust Entire Bill menu.
	Adjust Entire Bill





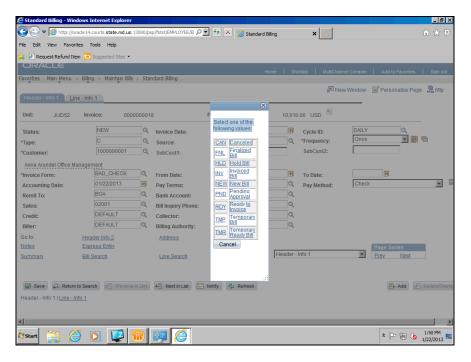
Step	Action
6.	The <b>Bill Entry</b> search page displays.
	Click the <b>Look up Business Unit</b> button to select your Business Unit.
	Your primary Business Unit should default in, however if you have access to additional Business Units there and there is a need to search for a transaction in another Business Unit, this is where you make that selection. Security permissions determine which Business Units you have access to.



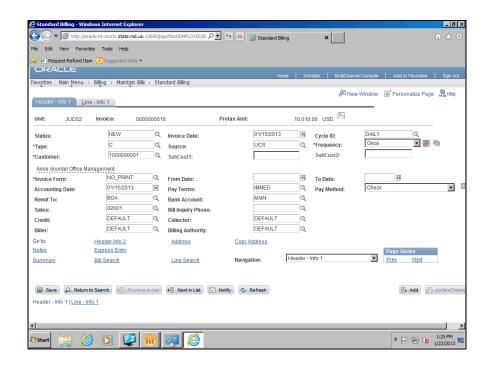


Step	Action
7.	The <b>Look Up Business Unit</b> window displays.
	Select your <b>Business Unit</b> (Batch Agency).
8.	Click the <b>Search</b> button.  Search
9.	Select the <b>Rebill</b> Invoice you created in the previous topic.
10.	Click the <b>Look up Status</b> button.



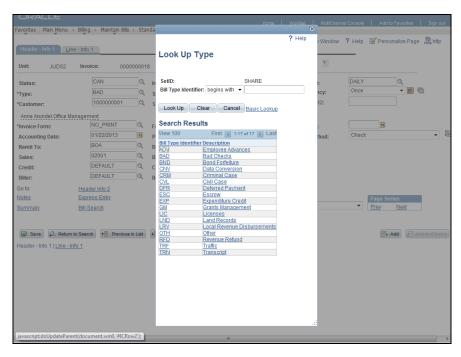


Step	Action
11.	Click the Hold Bill link.
	Hold Bill





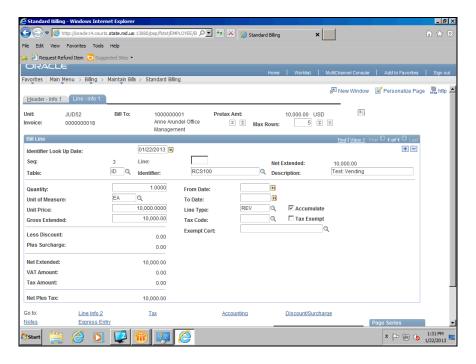
Step	Action
12.	The <b>Standard Billing - Header - Info 1</b> page displays.
	Enter "t" in the <b>Invoice Date</b> field for today's date.
13.	Enter "t" in the Accounting Date field for today's date.
14.	Click the <b>Look up Invoice Type</b> button.



Step	Action
15.	The <b>Look Up Type</b> window displays.
	Click the <b>BAD</b> link.
16.	Click the <b>OK</b> button.
17.	Enter or search for the new local customer you previously created.  1000000001
18.	Click the Save button.

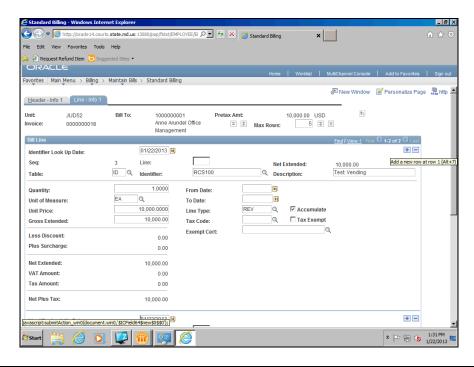


Step	Action
19.	Click the <b>Notes</b> link to add header level notes. The notes link on the Header tab will enter header-level notes. This is the suggested repository for all bill notes so they are kept in a centralized place. Typically notes are entered here if they apply to the whole bill, not just an individual line.
20.	Click the Line - Info 1 tab.



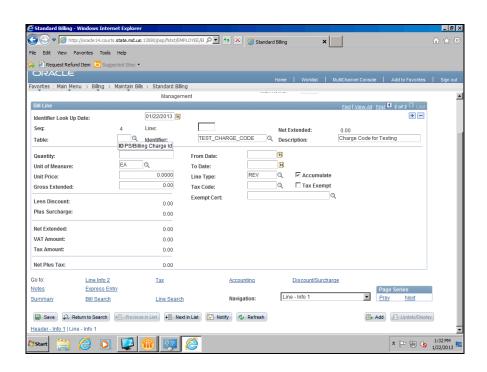
Step	Action
21.	The <b>Line - Info 1</b> page displays.
	Notice the line item(s) from the Credit Bill automatically carry forth onto the Rebill. Provided they still apply, they should not be changed.  Next, we are going to add a line item for the Bad Check Fee.
	Treat, we are going to dud a fine from for the But Check Fee.
22.	Click the Add a new row at row 1 button.





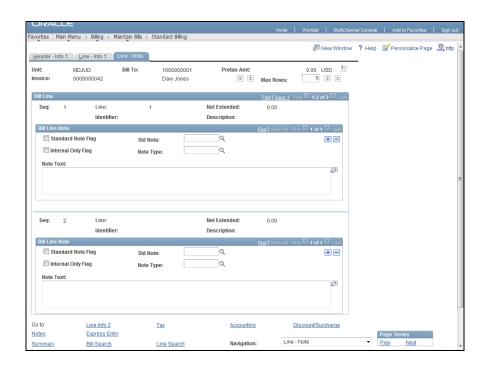
Step Action

23. Scroll the window downward and make sure you're looking at the line item you just added.



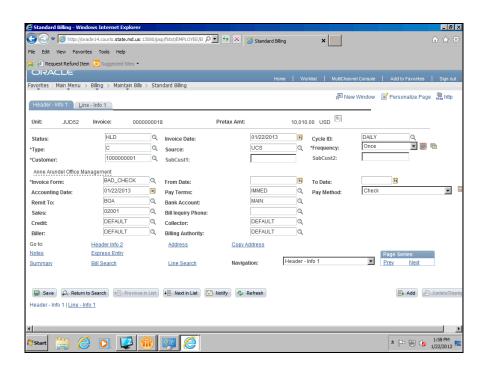


Step	Action
24.	Enter the desired information into the <b>Table</b> field. Enter " <b>ID</b> ".
25.	Enter the desired information into the <b>Identifier</b> field. Enter "BAD_CHECK_CHARGE".
26.	Enter a quantity of "1" in the <b>Quantity</b> field. Make sure the Bill Line is the last in the series.
27.	The cost of the Bad Check Fee was updated in the <b>Unit Price</b> field.
28.	Click the <b>Refresh</b> button to see that the <b>Gross Extended</b> field is updated.
29.	You have the OPTION to also enter notes at the line level. Click the <b>Notes</b> link to add notes at the line level when you're on the Bill Line tab. Enter notes at this level if they are specific to the line itself.  Any notes added here will be displayed on the ProForma invoice below the item description.  Notes



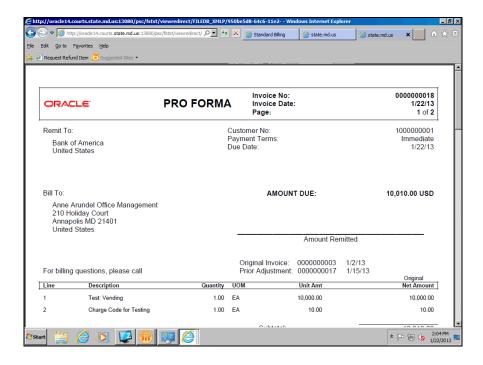


Step	Action
30.	The <b>Line - Note</b> page displays.
	You can add notes for each Bill Line.
	You can also add multiple rows of notes under each Bill Line.
31.	Click the Line - Info 1 tab.
32.	Click the Save button.
33.	Click the <b>Header - Info 1</b> tab.  Header - Info 1



Step	Action
34.	Click the <b>Pro Forma</b> button to generate the printable invoice.





Step	Action
35.	The <b>Pro Forma</b> statement displays in a new window.
	The ProForma invoice is printable to send to the bad check customer.
	<b>Note:</b> Accounting entires are <i>not</i> generated by this rebill since the invoice has a "Status of Hold." This is for tracking purposes only. When the receivable is paid with a legitimate form of payment, it will come through the BUS, at which point this invoice will need to be canceled.
36.	You have completed the <i>Updating the Rebill Invoice</i> topic.
	You have learned how to: - Update the Rebill Invoice End of Procedure.

### 7.5 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice, the next process will create the accounting lines for the Revenue distribution. We are running this step for the Credit Invoice created so the Revenue will be reversed when the Journal Entry is created.

After completing this topic, you will be familiar with how the:

• Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).



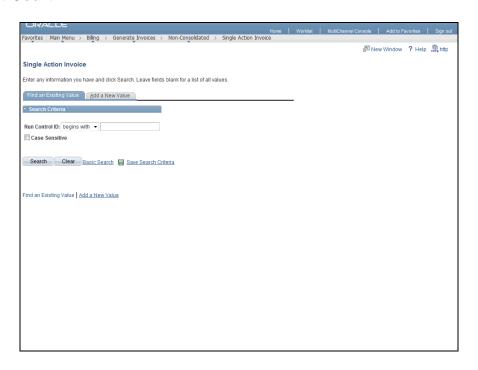
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.

### **Procedure**

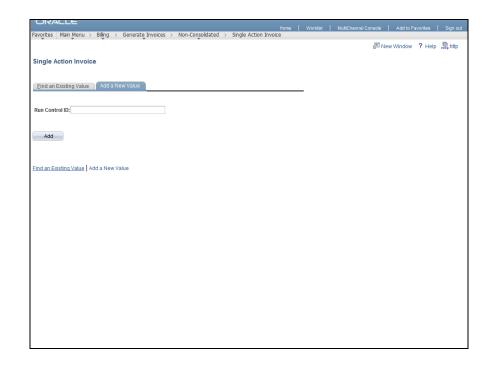
In this topic, you will learn how to execute single action invoice process and review through a report.

Step	Action
1.	Begin by navigating to the Single Action Invoice page.
	Click the <b>Main Menu</b> button.
2.	Click the <b>Menu sort</b> button.
3.	Click the <b>Billing</b> menu.
4.	Click the Generate Invoices menu.  Generate Invoices
5.	Click the Non-Consolidated menu.  Non-Consolidated
6.	Click the Single Action Invoice menu.  Single Action Invoice



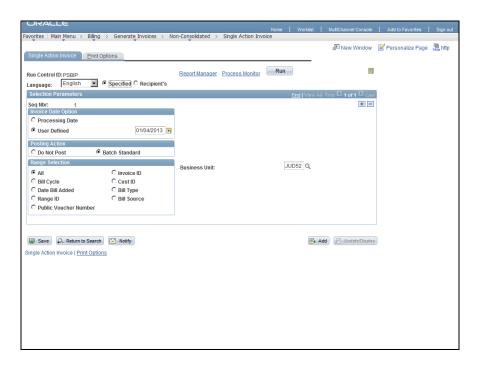


Step	Action
7.	The <b>Single Action Invoice</b> search page displays.
	Click the <b>Add a New Value</b> tab if there isn't an existing value available.  Add a New Value



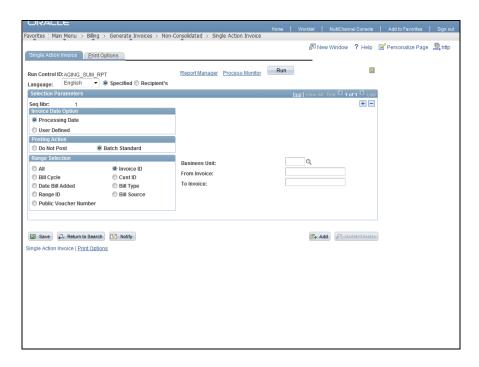


Step	Action
8.	The Add a New Value tab displays.
	Enter the desired information into the <b>Run Control ID</b> field. Recommendation is to enter " <b>Badcheck</b> ." However, for this example, enter " <b>PSBIP</b> ."
9.	Click the <b>Add</b> button.



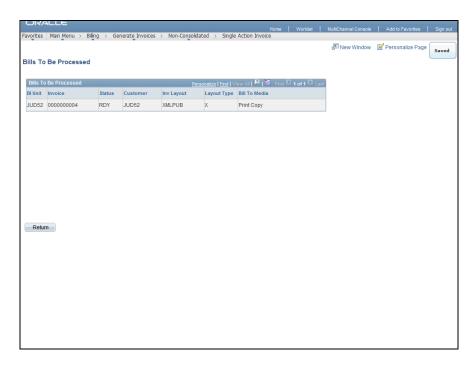
Step	Action
10.	The Single Action Invoice page displays.
	Click the Processing Date radio button.  C Processing Date
11.	Click the <b>Batch Standard</b> radio button if it is not already selected.   Batch Standard
12.	Click the Invoice ID option.  C Invoice ID





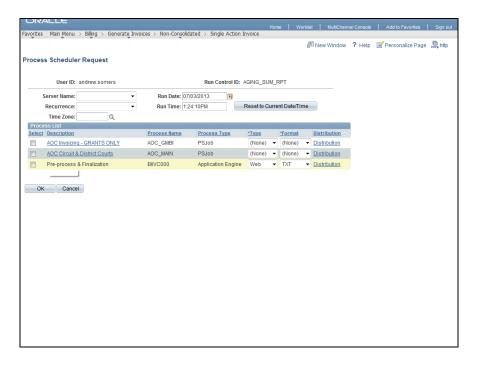
Step	Action
13.	Enter the appropriate Business Unit information into the <b>Business Unit</b> field. For this example, enter " <b>JUD52</b> ".
14.	Enter the Credit Invoice number you previously created into the <b>From Invoice</b> field.  Enter "0000000004".  Note: The <b>To Invoice</b> field will be automatically defaulted in.
15.	Click the Save button.
16.	Click the Bills To Be Processed icon.





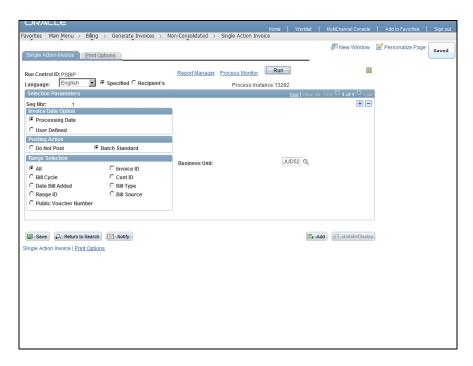
Step	Action
17.	The Bills To Be Processed page displays.
	Review the lines being processed. Click the <b>Return</b> button.  Return
18.	Click the <b>Run</b> button.



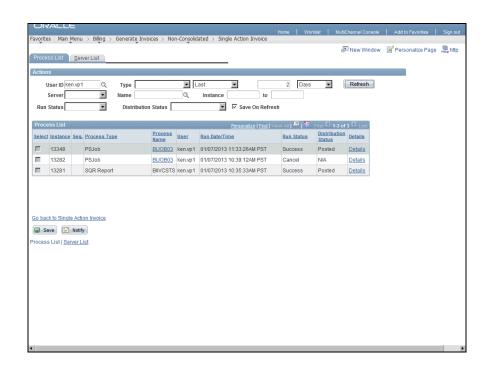


Step	Action
19.	the Process Scheduler Request page displays.
	Click the Select option for AOC Circuit & District Courts.
20.	Click the <b>OK</b> button.
	OK





Step	Action
21.	Click the <b>Process Monitor</b> link.
	Process Monitor





Step	Action
22.	The <b>Process List</b> displays.  Click the <b>Refresh</b> button until the Run Status and Distribution Status are changed.
23.	Click the Save button once the Run Status is "Success" and the Distribution Status is "Posted".
24.	To make the invoices to be viewable in the customers account, run the <b>Single Action Invoice</b> process.
25.	You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.  You have learned to: - execute the single action invoice process - generate report for review  End of Procedure.

### 7.6 Canceling an Invoice

Upon receipt of payment for a Bad Check invoice, the BUS Interface will aggregate that transaction and load it into PeopleSoft Billing (BI) and Receivables (AR), creating an invoice (BI) and deposit (AR). There will be a process for identifying payments received through the BUS as Bad Check payments. By Case Number, Receipt Number, or Citation Number, the associated rebill invoice put on Hold needs to be canceled. This script shows the process for canceling the invoice due to payment received in full.

After completing this topic, you will be able to:

• Cancel an invoice

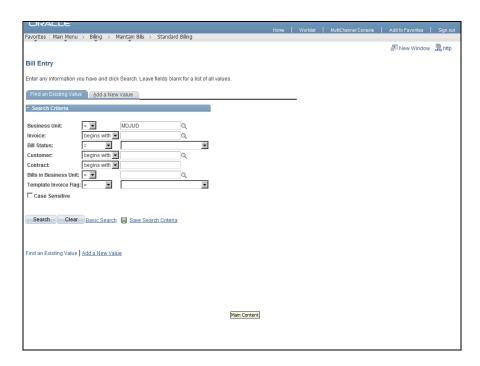
### **Procedure**

In this topic, you will cancel an invoice.

Step	Action
1.	Navigate to the <b>Bill Entry</b> page.
	Click the Main Menu button.  Main Menu
2.	Click the Menu not sorted. Click to sort in ascending order. button.
	<b>\$</b>

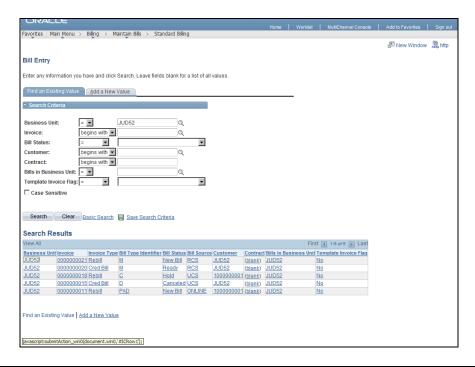


Step	Action
3.	Click the <b>Billing</b> menu.
	Billing     ▶
4.	Click the Maintain Bills menu.
	Maintain Bills
5.	Click the <b>Standard Billing</b> menu.
	Standard Billing

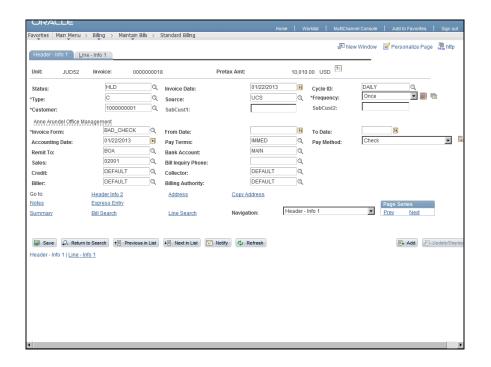


Step	Action
6.	The <b>Bill Entry</b> search page displays.
	Enter your Business Unit (BU) in the <b>Business Unit</b> field. This value should be consistent with the BU used in previous scripts within this scenario. Enter "JUD52".
7.	Click the Search button.  Search



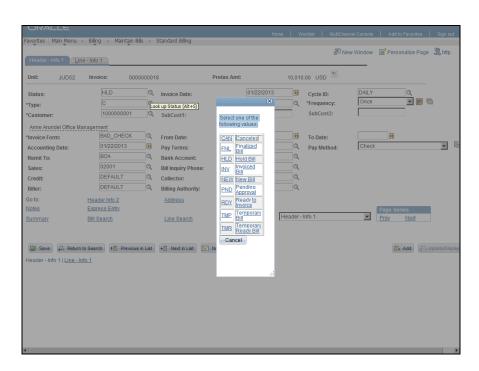


Step	Action
8.	Click the <b>Rebill Invoice</b> number created earlier in this lesson. Click the <b>0000000018</b>
	link.
	000000018





Step	Action
9.	The Bill Entry - Header Info 1 page displays.
	Click the <b>Look up Status</b> button.



Step	Action
10.	The <b>Look Up Status</b> window displays.
	Click the Canceled link.
	Canceled
11.	Click the Save button.
12.	Verify that the bill is Saved with a Status of "Canceled."
13.	You have successfully completed the Cancel Invoice topic.
	You have learned how to:
	- Cancel an invoice
	End of Procedure.



### Lesson 8: Processing Local Revenue Disbursements

### **Lesson Overview**

The Judiciary collects revenue on behalf of local jurisdictions and state agencies. This lesson details the process by which the Judiciary will disburse the correct portion of collected revenue to the applicable local jurisdictions and state agencies.

The Local Revenue Disbursement process will generate credit invoices for the correct allocated amounts based on collected revenue. We leverage PeopleSoft delivered refund functionality to load these into the Accounts Payable module for voucher creation and disbursement

### **Lesson Objectives:**

After completing this lesson, you will be able to:

- Run the Local Revenue Disbursements process
- Run the Billing Interface
- Review credit bills that were created by the Local Revenue Disbursements process and brought into Billing through the Billing Interface
- Create the Local Disbursement Reports
- Create a manual Credit Invoice for the Interest owed to each Local Disbursement customer.
- Process the credit bills into Invoices
- Create a Maintenance Worksheet to use delivered refund functionality to make the credit Invoices available for AP vouchering and disbursement
- Run the Load AR to AP process.

### 8.1 Running the Local Revenue Disbursements Process

This topic covers the steps to run the Local Revenue Disbursements process. It will create credit invoices with a Bill Type of LRV in the correct amount, as defined by the Charge Code to Distribution Code relationship where the local revenue disbursement amount can be defined by fixed amount or percentage.

After completing this topic, you will be able to:

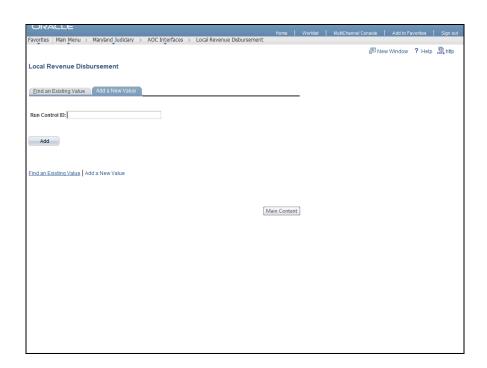
• Run the local revenue disbursement process

### **Procedure**

In this topic, you will run the local revenue disbursement process.

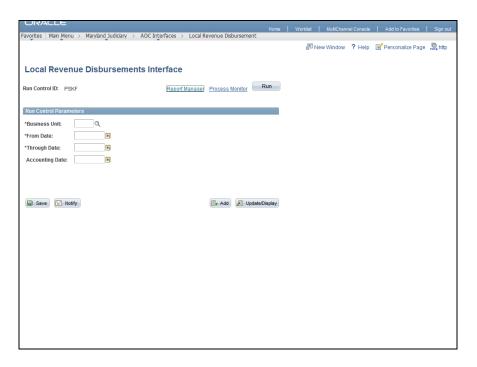


Step	Action
1.	Navigate to the <b>Local Revenue Disbursement</b> page.
	Click the Main Menu> Maryland Judiciary> AOC Interfaces> Local Revenue Disbursement
	Click the Add a New Value tab.  Add a New Value



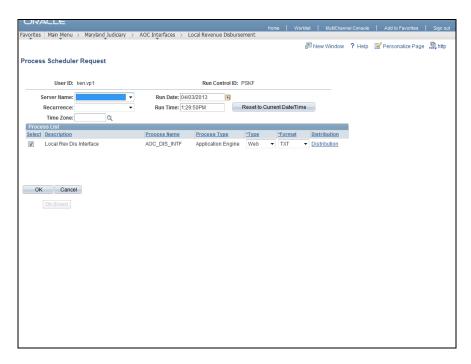
Step	Action
2.	Enter a new name like 'local_rev' in the <b>Run Control ID</b> field.
3.	Click the <b>Add</b> button.





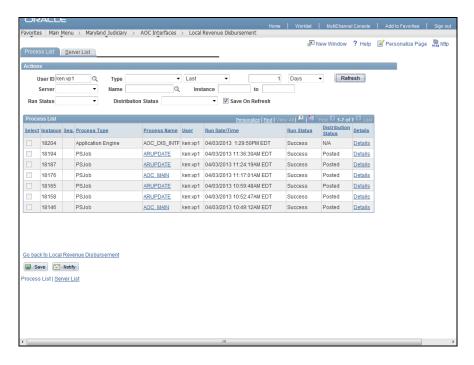
Step	Action
4.	The Local Revenue Disbursements Interface page displays.
	Enter your JUDxx iinto the <b>Business Unit</b> field.
5.	Enter the first day of the month you are processing for into the <b>From Date</b> field. Exr "09/01/12".
6.	Enter the last day of the month you are processing for into the <b>Through Date</b> field. Ex. "09/30/12".
7.	Click in the <b>Accounting Date</b> field and enter the appropriate date. Should be the same as the Last Day of the month.
8.	Click the Save button.
9.	Click the <b>Run</b> button.



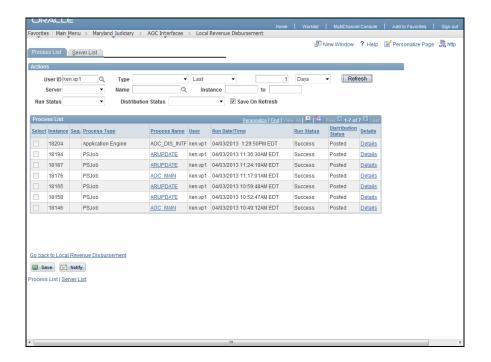


Step	Action
10.	Click the <b>OK</b> button.
11.	Click the Process Monitor link.  Process Monitor





Step	Action
12.	Click the <b>Refresh</b> button.





Step	Action
13.	Verify the Run Status reads Success and the Distribution Status is Posted.
14.	You have successfully completed the Running the Local Revenue Disbursements Process topic.
	You have learned how to: - Run the local revenue disbursements process End of Procedure.

### 8.2 Running the Billing Interface

The Billing Interface officially loads the local revenue disbursement from the staging table to the Billing module for subsequent processing. Bills are loaded with a Status of New. This topic shows how to kick off the process and also includes steps to verify the process ran successfully.

After completing this topic, you will be able to:

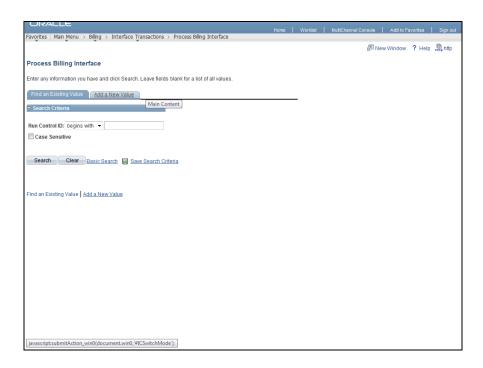
• Run the billing interface

### **Procedure**

In this topic, you will run the Billing Interface.

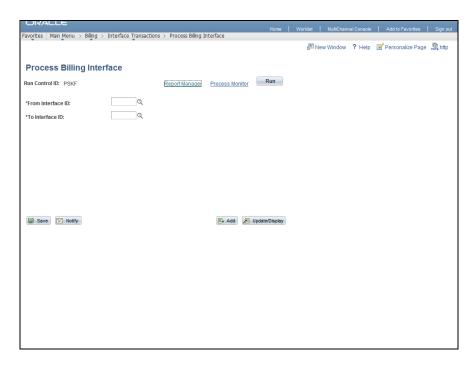
Step	Action
1.	Navigate to the <b>Process Billing Interface</b> page.
	Click the Main Menu> Billing> Interface Transactions> the Process Billing Interface.





Step	Action
2.	Click the Add a New Value tab.  Add a New Value
3.	Enter a new name like "Local_Revenue" into the Run Control ID field. ".
4.	Click the Add button.





Step	Action
5.	Click the <b>Look up From Interface ID</b> button.
6.	Click the numeric number link.
7.	Click the Save button.
8.	Click the <b>Run</b> button.
9.	Click the <b>Select</b> option for <b>Billing Interface</b> .
10.	Click the <b>OK</b> button.
11.	Click the Process Monitor link.  Process Monitor
12.	Click the <b>Refresh</b> button.  Refresh
13.	Click the <b>Details</b> link once the Run Status reads <b>Success</b> and the Distribution Status reads <b>Posted</b> .  Details
14.	Click the Message Log link.  Message Log





Step	Action
15.	The Message Log displays.
	New Bill Headers Created, New Bill Lines Created and Transactions in Error will be shown on this page.
	Click the <b>Return</b> button.
16.	Click the <b>OK</b> button.
17.	You have successfully completed the Running the Billing Interface topic.
	You have learned how to: - run the billing interface
	End of Procedure.

### 8.3 Reviewing Bills

After running the Billing Interface, this topic shows how to search for the invoices with a Bill Type of LRV to ensure they were properly created and ready for subsequent processing.

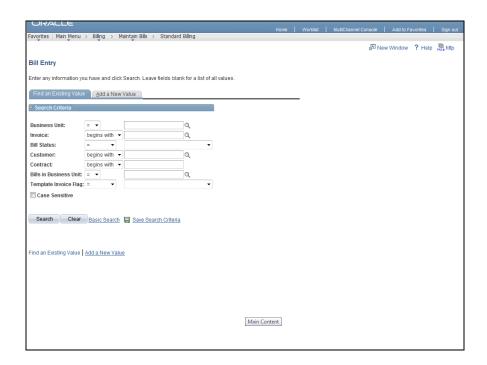
After completing this topic, you will be able to:

• Review the bills you have created and/or run previously



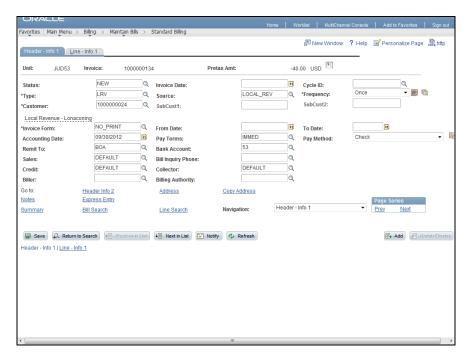
### **Procedure**

Step	Action
1.	Navigate to the <b>Bill Entry</b> page.
	Click the Main Menu> Billing> Maintain Bills> Standard Billing

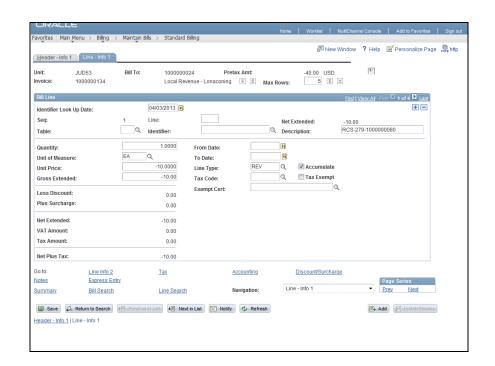


Step	Action
2.	Enter your JUDxx into the <b>Business Unit</b> field. Ex. "jud53".
3.	Click the <b>Search</b> button.  Search
4.	Click one of the bill from the list.



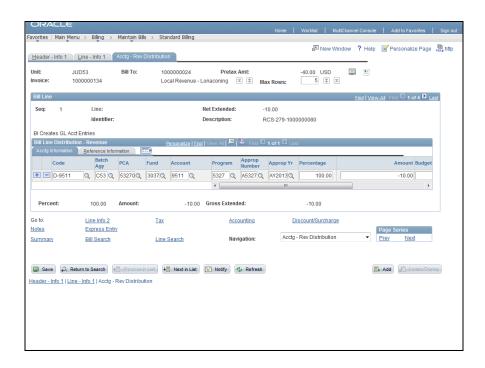


Step	Action
5.	The Bill Entry - Header Info 1 page displays.
	Click the Line - Info 1 tab.



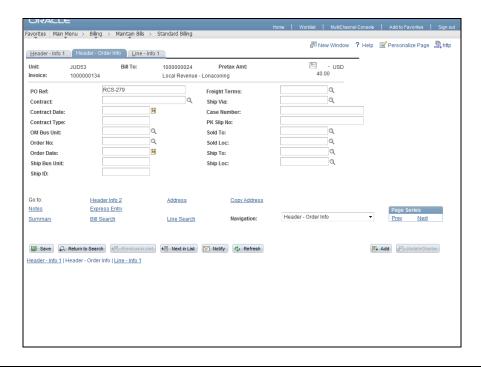


Step	Action
6.	The <b>Line - Info 1</b> tab displays.
	Click the Accounting link.  Accounting



Step	Action	
7.	The Acctg - Rev Distribution tab displays.	
	Click the Navigation list.  Acctg - Rev Distribution   ▼	
8.	Click the <b>Header - Order Info</b> menu item.  Header - Order Info	





Step	Action	
9.	The <b>Header - Order Info</b> page displays.	
	Make note of the <b>PO Ref</b> number.	
10.	Click the <b>Header - Info 1</b> tab.  Header - Info 1	
11.	Review the information on the page.	
	Click the Save button.	
12.	You have successfully completed the Reviewing Bills topic.	
	You have learned how to: - navigate through and review bills End of Procedure.	

#### 8.4 Create Local Disbursement Reports.

These reports can be used for distribution to the local municipalities which you are creating a payment.

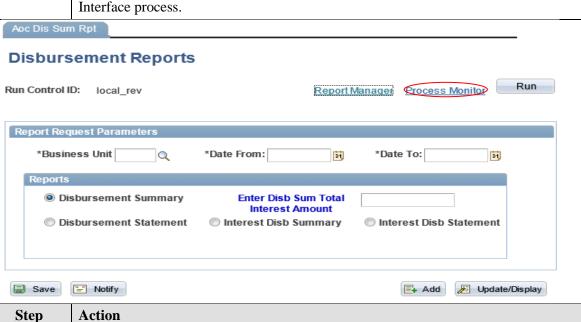


3.

# Training Guide AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

Step	Action	
1.	Navigate to the Disbursement Reports.	
	Click the Main Menu>Maryland Judiciary>Report>Disbursement Reports	

	Click the Main Menu>Maryland Judiciary>Report>Disbursement Reports				
Favorites	Main Menu > Maryland Judiciary > Reports > Disbursement Reports				
AOC_DIS_SUM					
Enter any	information you have and click Search. Leave fields blank for a list of all values.				
Find an	Existing Value Add a New Value				
▼ Search	ı Criteria				
Search by: Run Control ID begins with					
Search	Advanced Search				
Step	Action				
2.	Search for Local_rev or the previous run control id you created for the Billing Interface process.				
Aoc Dis Sun	n Rpt				



Enter JUDxx in Business Unit. First and Last day of the month in the from to date.



Step	Action
4.	Choose Summary. (after this report completes, you will run again for the Statements to send to the payees)
5.	Click Save and Run.
6.	Click OK on the Process Scheduler Request page.
7.	Go to Process Monitor page.

Proce	Process List  Personalize   Find   View All   2   1   First 1 of 1			Last					
Select	Instance	<u>Seq.</u>	Process Type	Process Name	<u>User</u>	Run Date/Time	Run Status	<u>Distribution</u> <u>Status</u>	<u>Details</u>
	44623		BI Publisher	AOCDISBSUM	debbie.seipp	09/22/2013 6:43:38PM EDT	Success	Posted	<u>Details</u>

Step	Action
8.	Click the Details Link

#### Process Detail

Process	
Instance 44623	Type BI Publisher
Name AOCDISBSUM	Description Disbursement Reports
Run Status Success Dis	stribution Status Posted
Run	Update Process
Run Control ID   local_rev   Location   Server   Server   PSUNX   Recurrence	<ul> <li>Hold Request</li> <li>Queue Request</li> <li>Cancel Request</li> <li>Delete Request</li> <li>Restart Request</li> </ul>
Date/Time	Actions
Request Created On 09/22/2013 6:44:26PM ED	T <u>Parameters</u> Transfer
Run Anytime After 09/22/2013 6:43:38PM ED	T Message Log View Locks
Began Process At 09/22/2013 6:44:36PM ED	T <u>Batch Timings</u>
Ended Process At 09/22/2013 6:45:04PM ED	T <u>View Log/Trace</u>

Step	Action
9.	Click the View Log/Trace.

File List			
<u>Name</u>	File Size (bytes)	Datetime Created	
AE AOCDISBSUM 44623.log	2,601	09/22/2013 6:45:04.553973PM EDT	
AE AOCDISBSUM 44623.trc	5,508	09/22/2013 6:45:04.553973PM EDT	
AOC DISB SUM.pdf	15,991	09/22/2013 6:45:04.553973PM EDT	
Distribute To			
Distribution ID Type	*Distribution ID		
User	debbie.seipp		



Step	Action	
10.	Click the link with .pdf as the extention so your report will open. Review the report and confirm all the Local Customers you are disbursing to are included on the report. (if there are any missing, contact the JIS help desk)	

#### Maryland Administrative Office of the Courts



#### DISBURSEMENT TRANSMITTAL SUMMARY

Report ID: AOCDISBSUM Prepared By \_\_\_\_\_

Business Unit: JUD13 - Howard County Circuit Court

Date From: 01/01/2012 Date To: 05/15/2013

INVOICE	INVOICE DT	INV NAME	OP	ACCOUNT	INVOICE	VENDOR NAME	FED ID
0000000052	2012-12-31	Licenses - Midland / Lone	C13	9511	\$70.00	JUD13 Local Revenue - Midland	13-MIDLAND-001
0000000081	2013-04-17	Licenses - Midland / Lone	C13	9511	\$50.00	JUD13 Local Revenue - Midland	13-MIDLAND-001
0000000000	2013-01-31	Licenses - Midland / Lone	C13	9511	\$100.00	JUD13 Local Revenue - Midland	13-MIDLAND-001
0000000055	2012-12-31	- Midland/Lone	C13	9511	\$92.00	JUD13 Local Revenue - Midland	13-MIDLAND-001
0000000008	2013-01-31	Local Licenses - Midland/Lone	C13	9511	\$92.00	JUD13 Local Revenue - Midland	13-MIDLAND-001
0000000000	2013-01-31	Local Licenses - Midlend/Lone	C13	9511	\$5.00	JUD13 Local Revenue - Loneconing	13-LONACON-001
00000000007	2013-01-31	Licenses - Midland / Lone	C13	9511	\$50.00	JUD13 Local Revenue - Loneconing	13-LONACON-001
0000000054	2012-12-31	Local Licenses - Midland/Lone	C13	9511	\$5.00	JUD13 Local Revenue - Loneconing	13-LONACON-001
00000000000	2013-04-17	Licenses - Midland / Lone	C13	9511	\$25.00	JUD13 Local Revenue - Loneconing	13-LONACON-001
0000000053	2012-12-31	Licenses - Midland / Lone	C13	9511	\$35.00	JUD13 Local Revenue - Loneconing	13-LONACON-001
0000000079	2013-04-17	Transfer Tax - County	C13	9522	\$90.00	JUD13 Local Revenue - County	13-COUNTY-001
				TOTAL:	\$814.00		

Step	Action
11.	Upon completion and review of theSummary Report, create the Statement Report(s).using the previous steps but this time select DISBURSEMENT STATEMENT.

#### 8.5 Updating the Invoice Status to Ready

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at



a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

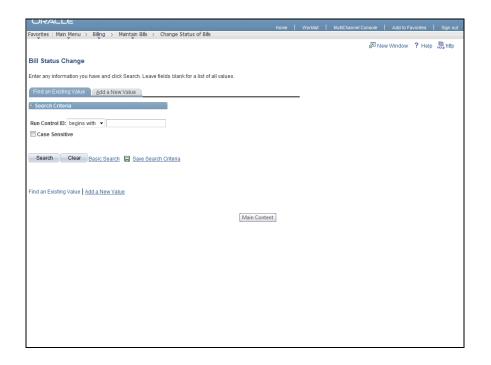
After completing this topic, you will be familiar with how to:

- Change the status of bills from 'New' to 'Ready' status
- Run and review the Invoice Status Change Report

#### **Procedure**

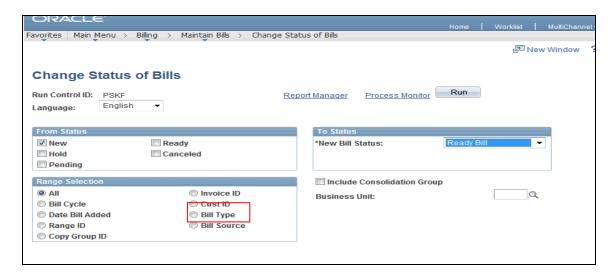
In this topic, you will use the **Change Status of Bills** pages in GEARS to change the status of bills from 'New' to 'Ready'.

Step	Action
12.	Begin by navigating to the <b>Change Status of Bills</b> page.
	Click the Main Menu> Billing>Maintain Bills> Change Status of Bills

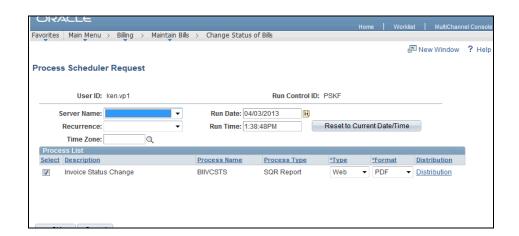




Step	Action
13.	Click the <b>Search</b> button to find your Local_rev run control id.

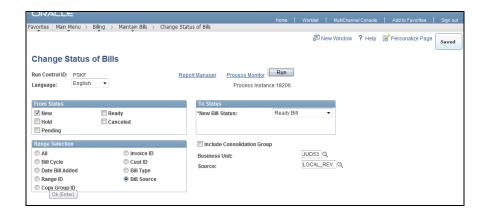


Step	Action
14.	Click the <b>Bill Source</b> option.
15.	Enter the desired information into the <b>Business Unit</b> field. Enter "jud53".
16.	Enter the desired information into the <b>Source</b> field. Enter " <b>LOCAL_REVENUE</b> ".
17.	Click the Save button.
18.	Click the <b>Run</b> button.

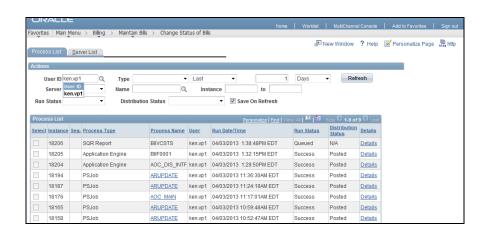




Step	Action
19.	The <b>Process Scheduler Request</b> page displays.
	Click the <b>OK</b> button.

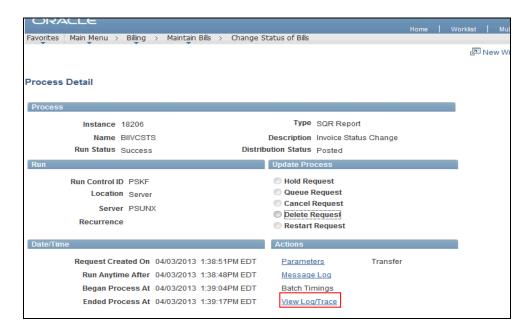


Step	Action
20.	The Change Status of Bills page displays.
	Click the Process Monitor link.  Process Monitor

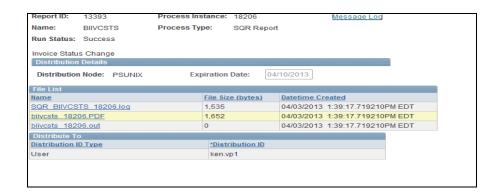




Step	Action
21.	The <b>Process List</b> page displays.
	Click the <b>Refresh</b> button.
22.	Click the <b>Details</b> link.
	Details

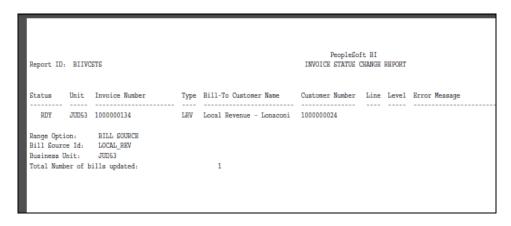


Step	Action
23.	The <b>Process Detail</b> page displays.
	Click the View Log/Trace link.  View Log/Trace

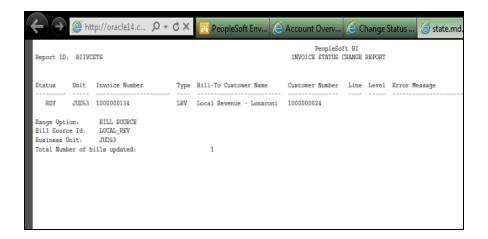




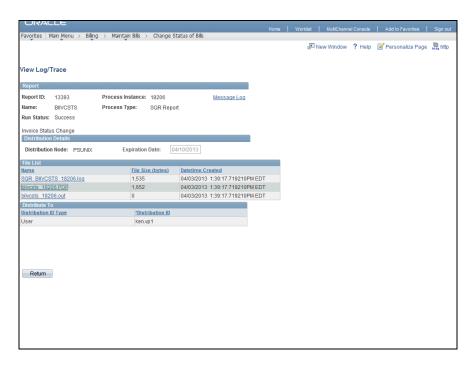
Step	Action
24.	Click the biivcsts_18206.PDF link.
	biivcsts 18206.PDF



Step	Action
25.	The <b>Invoice Status Change Report</b> displays in a separate window. This report displays the bill(s) that were changed to a 'Ready' status and the same number of bills were processed.
	Verify that the <b>Status</b> is "RDY".

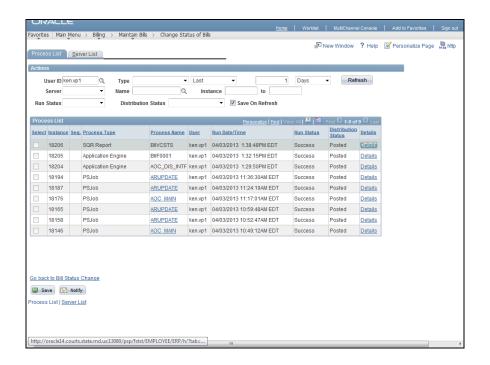






Step	Action
26.	Click the <b>Return</b> button.
27.	Click the <b>OK</b> button.





Step	Action
28.	The <b>Process List</b> page displays.
	Click the Save button.
29.	You have successfully completed the <i>Updating the Invoice Status to Ready</i> topic.
	You have learned to:
	- change the Bill Status
	- generate an Invoice Status Change report for review
	End of Procedure.

#### 8.6 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice and PDF file for printing, should you choose to print. The next will create the accounting lines for the Revenue distribution.

After completing this topic, you will be familiar with how the:

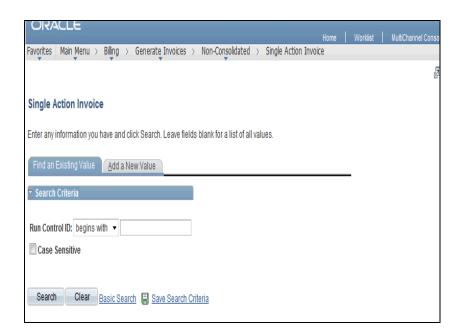
- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.



#### **Procedure**

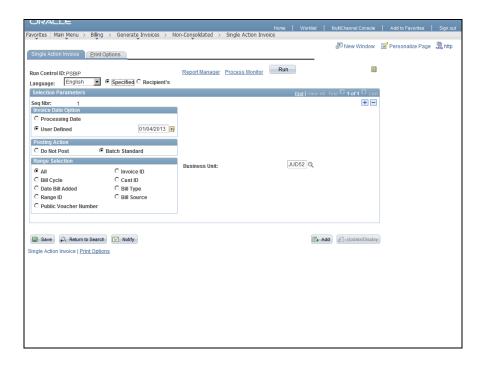
In this topic, you will learn how to execute single action invoice process and review through a report.

Step	Action
1.	Begin by navigating to the <b>Single Action Invoice</b> page.
	Click the Main Menu> Billing> Generate Invoices> Non-Consolidated> Single Action Invoice



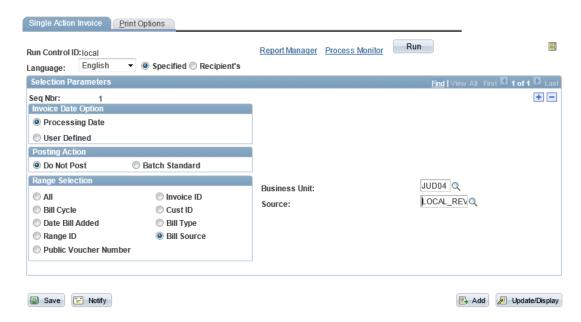
Step	Action
2.	The <b>Single Action Invoice</b> search page displays.
	Click the <b>SEARCH</b> to locate the Local_rev run control id.



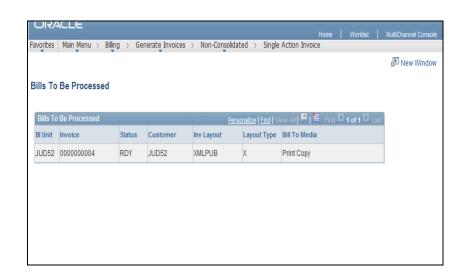


Step	Action
3.	The Single Action Invoice page displays.
	Click the <b>Processing Date</b> radio button.  C Processing Date
4.	Click the <b>Batch Standard</b> radio button if it is not already selected.    Batch Standard
5.	Click the <b>Iill Source</b> option.



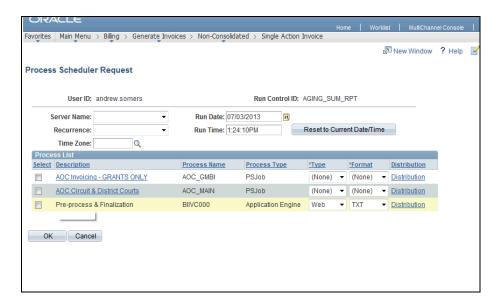


Step	Action
6.	Enter your JUDxx Business Unit into the <b>Business Unit</b> field. For this example, enter "JUD52".
7.	Choose 'LOCAL_REV' in the Bill Source field.
8.	Click the Save button.
9.	Click the Bills To Be Processed icon.



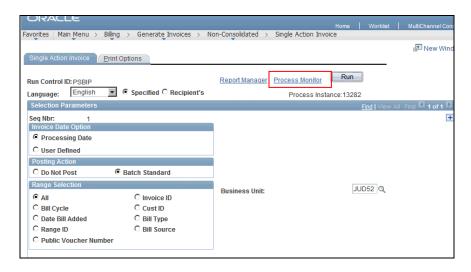


Step	Action
10.	The Bills To Be Processed page displays.
	Review the lines being processed. Click the Return button. Return
11.	Click the <b>Run</b> button.

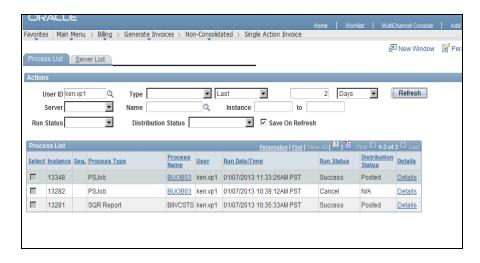


Step	Action
12.	the Process Scheduler Request page displays.
	Click the <b>Select</b> option for <b>AOC Circuit &amp; District Courts</b> .
13.	Click the <b>OK</b> button.





Step	Action
14.	Click the <b>Process Monitor</b> link.
	Process Monitor



Step	Action
15.	Click the <b>Refresh</b> button until the Run Status and Distribution Status are changed.  Refresh
16.	Click the Save button once the Run Status is "Success" and the Distribution Status is "Posted".
17.	To make the invoices to be viewable in the customers account, run the <b>Single Action Invoice</b> process.



Step	Action
18.	You have successfully completed the Run the Single Action Invoice Process topic.
	You have learned to: - execute the single action invoice process - generate report for review End of Procedure.

#### 8.7 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update** (**ARUPDATE**) process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

After completing this topic, you will learn how to:

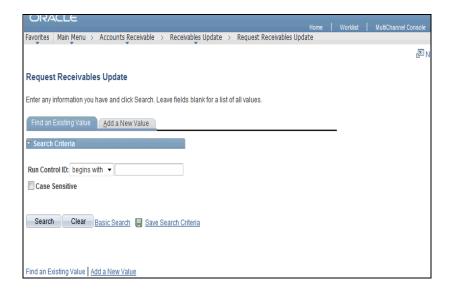
• Process the Run AR Update (ARUPDATE)

#### **Procedure**

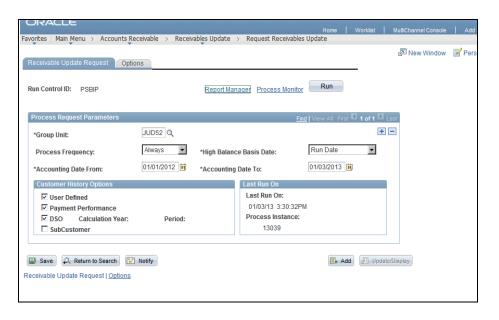
In this topic, you will execute the **AR update** (**ARUPDATE**).

İ	Step	Action
	19.	Begin by navigating to the Request Receivables Update page.
		Click the Main Menu> Accounts Receivable> Receivables Update> Request Receivables Update



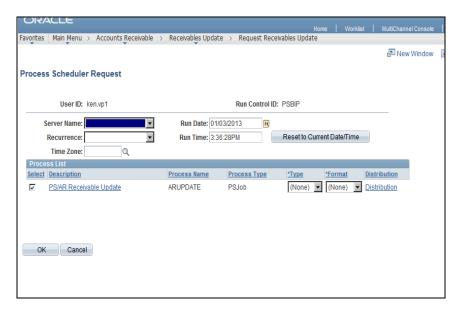


Step	Action
20.	Click the SEARCH button.

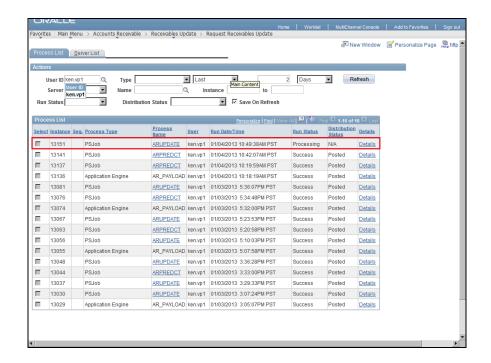


Step	Action
21.	Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.
	Click the <b>Run</b> button.





Step	Action
22.	Click the <b>OK</b> button.
23.	Click the Process Monitor link.  Process Monitor





Step	Action
24.	The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "Processing" and <b>Distribution Status</b> is "N/A".
	Click the <b>Refresh</b> button.
25.	Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "Posted".
26.	You have successfully completed the <i>Run AR Update</i> topic.  You have learned to: - execute the AR Update process  End of Procedure.

#### 8.8 Process an AR Aging Report

This will give you a list of the customers and invoices which are present in AR for you to Refund their credits for disbursement.

Step	Action
1.	Begin by navigating to the AR Aging Report Request page.
	Click the Main Menu> Accounts Receivable> Receivables Analysis> Aging> Aging Detail By Unit Report

#### **Aging Detail By Unit**





Step	Action
2.	Click the <b>Aging ID to</b> enter AOC
3.	Enter your JUDxx in the Business Unit field.
4.	Click SAVE.
5.	Click Run.
6.	Click OK.
7.	Go to Process Monitor page

Proce	Process List  Personalize   Find   View All   2   First   1-2 of 2   Last						2 D Last		
Select	Instance	Seq.	Process Type	Process Name	<u>User</u>	Run Date/Time	Run Status	<u>Distribution</u> <u>Status</u>	<u>Details</u>
	44625		SQR Report	AR30003	debbie.seipp	09/22/2013 10:12:00PM EDT	Success	Posted	Details
	44623		BI Publisher	AOCDISBSUM	debbie.seipp	09/22/2013 6:43:38PM EDT	Success	Posted	<u>Details</u>

Step	Action
8.	When the AR30003 process is Success and Posted
	Click the <b>Details link</b> , then click the <b>View Log/Trace link</b> .

File List		
<u>Nam e</u>	File Size (bytes)	Datetime Created
SQR AR30003 42640.log	1,525	09/18/2013 3:23:57.859297PM EDT
ar30003 42640.PDF	1,596	09/18/2013 3:23:57.859297PM EDT
ar30003 42640.out	15	09/18/2013 3:23:57.859297PM EDT
Distribute To		
DO A TO A DO TO	400 4 01 40 40	

1	Step	Action
	9.	Click the <b>,PDF file</b> for your report to open. You will use this report for your next process. Creating Refund Worksheets.



Report ID:						PeopleSoft Rece ING DETAIL BY BU as of 18-SEP	SINESS UNIT		
Currency Rate Type:									
Item	Line As Of E	nt Typ/Rsn Te	rms Document			Future		31-60	61
JUD04	LOC0004893	TOWN OF N	ORTH BEACH	N	ORTH BEACH	MD			
0000014399	0 08/31/2013 C	R LRVDS IM	MED		-52.44		-52.44		
	Total TOWN	OF NORTH BEAC	Н		-52.44		-52.44		
JUD04	LOC0005969	CALVERT C	OUNTY TREASURER	P	RINCE FREDERIC	K MD			
0000014393	0 08/31/2013 C	R LRVDS IM	MED	USD	-616,025.64		-616,025.64		
0000014394	0 08/31/2013 C	R LRVDS IM	MED	USD	-2,136.90		-2,136.90		
0000014396	0 08/31/2013 C	R LRVDS IM	MED	USD	-3,500.00		-3,500.00		
0000014397	0 08/31/2013 C	R LRVDS IM	MED	USD	-140.00		-140.00		
0000014398	0 08/31/2013 C	R LRVDS IM	MED	USD	-95.00		-95.00		
0000014401	0 08/31/2013 C	R LRVDS IM	MED	USD	-142.50		-142.50		

#### 8.9 Creating a Refund Worksheet

This step in the process involves creating a Maintenance Worksheet to mark the open items (invoices) as refunds so they can be picked up by the Request Refund Item process to load to AP for disbursement. In this topic, you will create a refund maintenance worksheet.

After completing this topic, you will be able to:

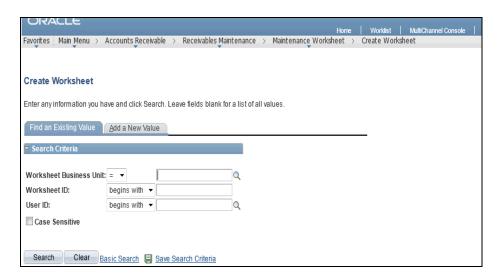
• create a maintenance worksheet for marking open items as refunds

#### **Procedure**

In this topic, you will create a refund worksheet.

Step	Action
1.	Navigate to the Create Worksheet page.
	Click the Main Menu> Accounts Receivable> Receivables Maintenance> Maintenance Worksheet > Create Worksheet



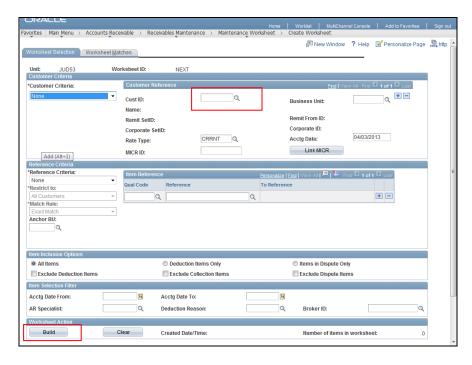


Step	Action
2.	Click the Add a New Value tab.  Add a New Value

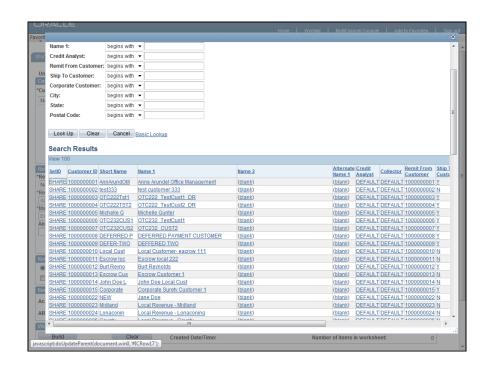


Step	Action
3.	Add a New Value: Enter your JUDxx into the <b>Worksheet Business Unit</b> field. EX. "jud53".
4.	Click the <b>Add</b> button.



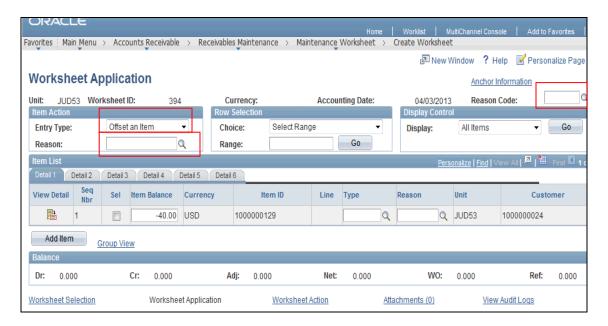


Step	Action
5.	Click the <b>Look up Cust ID</b> or enter the 1 <sup>st</sup> Customer ID from the AR Aging Report you previously created.





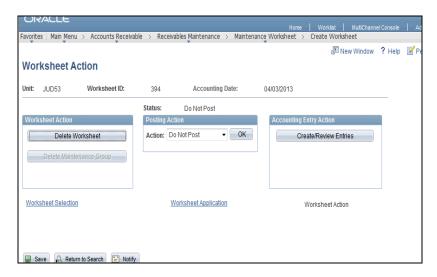
Step	Action
6.	Click the <b>Build</b> button.
	Build



Step	Action
7.	The Worksheet Application page displays.
	Click the Look up Reason Code button, choose
	LOCALREV link.
8.	Click the Entry Type list.  Offset an Item  ▼
9.	Click the <b>Refund A Credit</b> list item.  Refund A Credit
10.	Click the <b>Look up Reason</b> button. Click the <b>LOCAL</b> link.  LOCAL



Step	Action
11.	Click the <b>Sel</b> option for the line item you want.
12.	Click the <b>Refresh</b> button. <i>Note: the type and reason now appear on each line.</i> Refresh
13.	Click the Save button.
14.	Click the Worksheet Action link.  Worksheet Action



Step	Action
15.	Click the Action list.  Do Not Post  ▼
16.	Click the Batch Standard list item.  Batch Standard
17.	Click the <b>OK</b> button.
18.	Click the Save button.
19.	Continue Steps 3 through 18 for each customer from your AR Aging Report for the Local Customer Disbursements,



Step	Action
20.	You have successfully completed the <i>Creating a Refund Worksheet</i> topic.  You have learned how to: - navigate through and create a refund worksheet
	End of Procedure.

#### 8.10 Running the AR Update

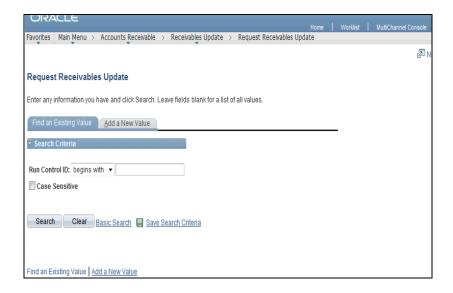
AR Update needs to be processed to post these new Refund Worksheets to each customer account.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

#### **Procedure**

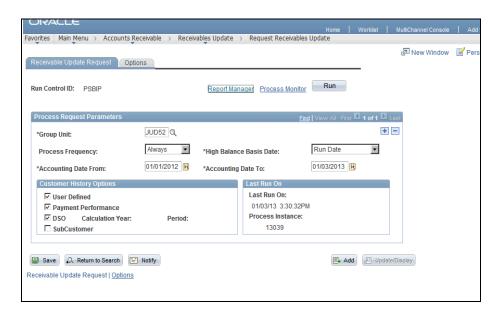
In this topic, you will execute the **AR update** (**ARUPDATE**).

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.
	Click the Main Menu> Accounts Receivable> Receivables Update> Request Receivables Update



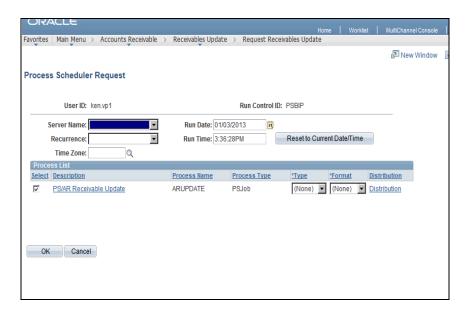


Step	Action
2.	Click the SEARCH button.

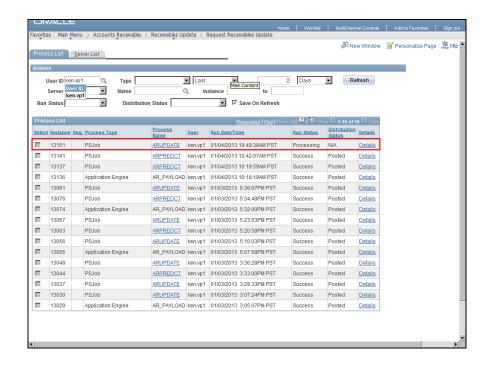


Step	Action
3.	Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.  Click the <b>Run</b> button.





Step	Action
4.	Click the <b>OK</b> button.
5.	Click the Process Monitor link.  Process Monitor





Step	Action
6.	The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "Processing" and <b>Distribution Status</b> is "N/A".
	Click the <b>Refresh</b> button.
7.	Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "Posted".
8.	You have successfully completed the Run AR Update topic.
	You have learned to: - execute the AR Update process  End of Procedure
	End of Procedure.

#### 8.11 Verifying the Customer's Account (Optional) OR Run the AR Aging Report

If you choose to run the AR Aging Report – this time all the LOCxxxxx customers should not appear since their refund worksheets have been processed.

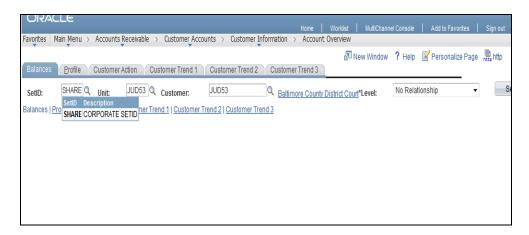
After the item (invoice) is marked for a refund, this is reflected on the customer's account. You should see the refund amount "cancel out" the item amount when viewing the item on the customer's account, which in this case is a court Business Unit. In this topic, you will verify the customer's account.

#### **Procedure**

In this topic, you will learn how to review and verify a customer account.

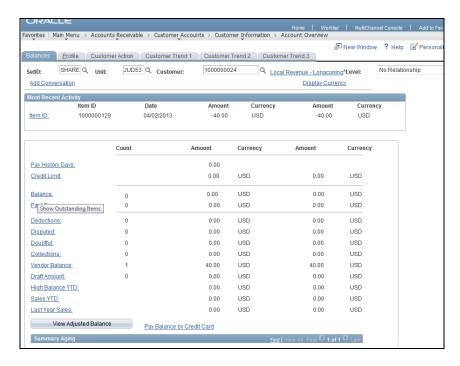
Step	Action
1.	Navigate to the Account Overview page.
	Click the Main Menu> Accounts Receivable> Customer Accounts > Customer Information> Account Overview.



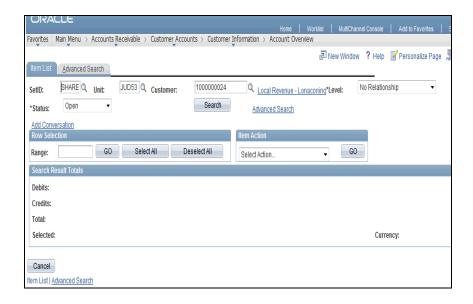


Step	Action
2.	The <b>Account Overview</b> search page displays.
	Enter your JUDxx into the <b>Unit</b> field. Ex. " <b>JUD53</b> ".
3.	Enter the 1 <sup>st</sup> LOCxxx customer id from your aging report in the customer id field or click the <b>Look up Customer</b> button.
4.	Click the Search button.



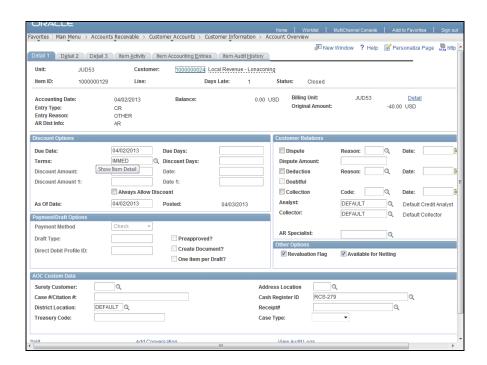


Step	Action
5.	The search results displays below.
	Click the Balance link.



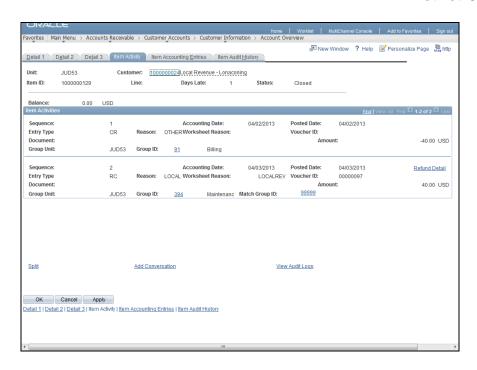


Step	Action
6.	The <b>Balance - Item List</b> displays.
	Click the <b>Status</b> list.  Open  ▼
7.	Click the All list item.  All
8.	Click the Search button.  Search
9.	Click the <b>1000000129</b> link.



Step	Action
10.	The List Item - Detail 1 page displays.
	Click the Item Activity link.  Item Activity





Step	Action
11.	The <b>Item Activity</b> tab displays.
	This tab shows the credit invoice from Billing and the Accounts Receivable refund. Review this information.
12.	Click the <b>OK</b> button.
13.	The Item List page displays.  Click the Cancel button.  Cancel
14.	You have successfully completed the <i>Verifying the Customer's Account</i> topic.  You have learned how to: - Navigate to and verify a customer's account  End of Procedure.

#### 8.12 Loading to AP for Voucher Creation

In this topic, you will load to AP to create a voucher. This step uses delivered functionality to "refund" the "customer's" on-account open-item.

After completing this topic, you will be able to:

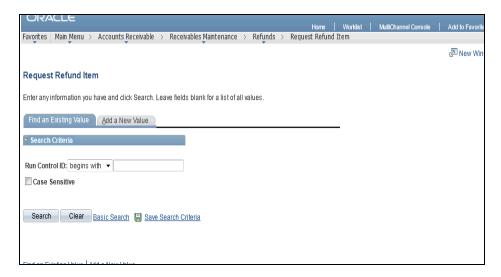
• Load to AP to create a voucher



#### **Procedure**

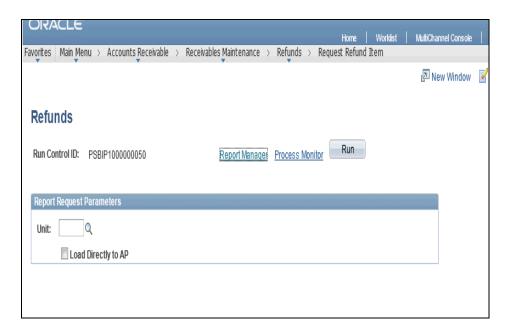
In this topic, you will load to AP to create a voucher.

Step	Action
1.	Navigate to the <b>Refunds</b> page.
	Click the Main Menu> Accounts Receivable> Receivables Maintenance> Refunds> Request Refund Item

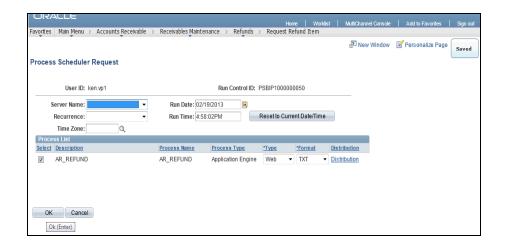


Step	Action
2.	Click the <b>Search</b> button.  Search
3.	Choose your Local run control id.



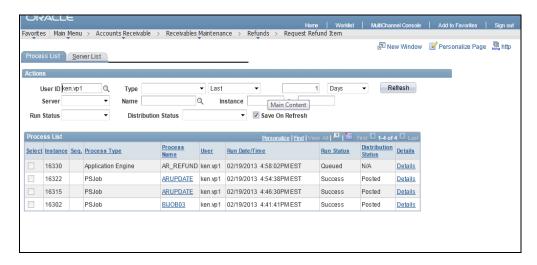


Step	Action
4.	Enter your JUDxx into the <b>Unit</b> field. Ex. "jud52".
5.	Click the Load Directly to AP option.  Load Directly to AP
6.	Click the <b>Run</b> button.





Step	Action
7.	The <b>Process Scheduler Request</b> page displays.
	Click the <b>OK</b> button.
8.	Click the Process Monitor link.  Process Monitor



Step	Action
9.	The <b>Process List</b> displays.
	Click the <b>Refresh</b> button, till Success and Posted.
10.	You have successfully completed the Loading to AP for Voucher Creation topic.
	You have learned how to: - load to AP from AR End of Procedure.



#### Lesson 9: Processing Revenue Refunds

#### **Lesson Overview:**

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make user of 99-99-9999 which will not be sent to GAD for new vendor approval.

#### **Lesson Objectives:**

After completing this lesson, you will be familiar with:

Processing Revenue Refunds

#### 9.1 Processing Revenue Refunds

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make user of 99-99-9999 which will not be sent to GAD for new vendor approval.

Workflow for local court voucher entry has already been defined and will be utilized with this process also. The court AP specialist will enter the voucher, which will then be routed to the court Supervisor for approval. Upon approval of the Court Supervisor the voucher will then be routed to DBF where they will review the information for final processing to GAD.

The attachment of the Court Approved Refund document is available via the Single Pay Invoice. The Invoice number will be the Case Number when one exists. In this topic, you will learn how to process a revenue refund.

After completing this topic, you will be familiar with:

• Processing revenue refunds

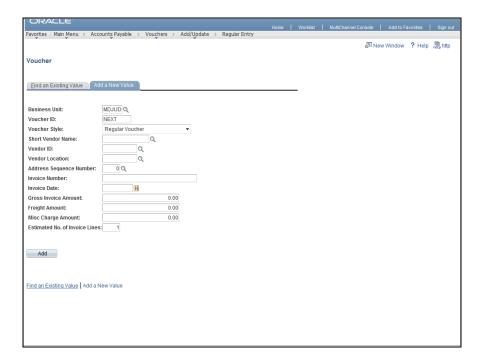
#### **Procedure**

In this topic, you will learn how to process a revenue refund.

Step	Action
1.	Begin by navigating to the <b>Voucher</b> page.
	Click the Main Menu button.
2.	Click the <b>Menu sort</b> button.



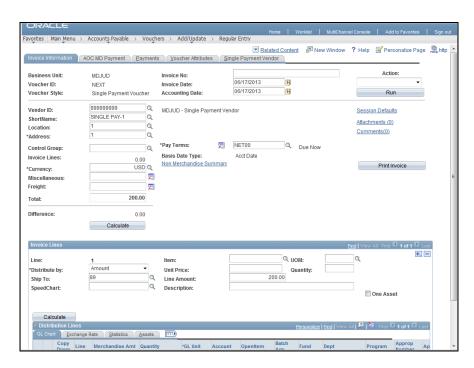
Step	Action
3.	Click the Accounts Payable menu.
	Accounts Payable
4.	Click the <b>Vouchers</b> menu.
5.	Click the <b>Add/Update</b> menu.
	Add/Update
6.	Click the <b>Regular Entry</b> menu.
	Regular Entry



Step	Action
7.	The <b>Voucher</b> search page displays.
	Click the <b>Voucher Style</b> list.  Regular Voucher   ▼
8.	Click the Single Payment Voucher list item. Single Payment Voucher
9.	Enter the Case Number or pertinent information into the <b>Invoice Number</b> field, which will be included on the checkstub from the Maryland Comptroller.
10.	Enter today's date into the <b>Invoice Date</b> field.

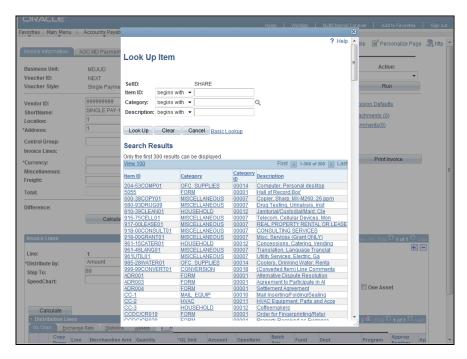


Step	Action
11.	Enter the desired information into the <b>Gross Invoice Amount</b> field. Enter "200".
12.	Click the <b>Add</b> button.
13.	The <b>Vendor Information - Single Payment Vendor</b> tab displays.  Enter the Vendor's name into the <b>Name 1</b> field. Enter " <b>John Doe</b> ".
14.	Enter the desired address into the <b>Address 1</b> field. Enter "789 Main Street".  Note: At least one address line must be entered.
15.	Enter the desired city into the City field. Enter "Annapolis".
16.	Enter the desired state into the <b>State</b> field. Enter "MD".
17.	Enter the desired zip code into the <b>Postal</b> field. Enter "21051".
18.	Click the Invoice Information tab.  Invoice Information



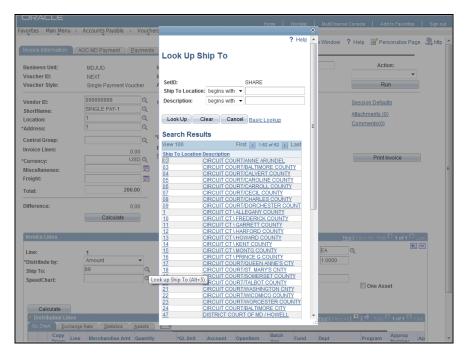
Step	Action
19.	The Invoice Information tab displays.
	Click the <b>Look up Item</b> button.



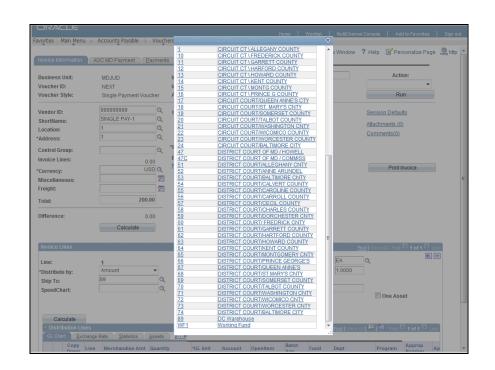


Step	Action
20.	The <b>Look Up Item</b> window displays.
	You may need to select the <b>Contains</b> list item in the Item ID search list to get the full list of items available.
	Enter the desired information into the <b>Item ID</b> field. Enter " <b>refund</b> ".
21.	Click the Look Up button.  Look Up
22.	Click the REFUND-000 link. REFUND-000
23.	Enter the desired information into the <b>UOM</b> field. Enter "ea".
24.	Enter the desired information into the <b>Unit Price</b> field. Enter "200".
25.	Enter the desired information into the <b>Quantity</b> field. Enter "1".
26.	Click the <b>Look up Ship To</b> button.



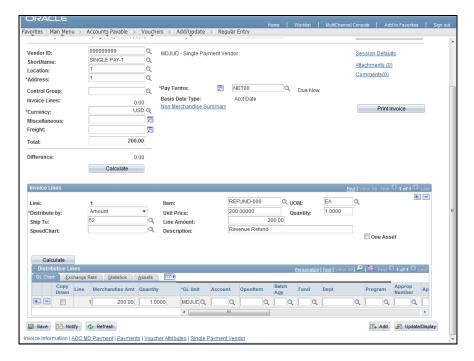


Step	Action
27.	The <b>Look Up Ship To</b> window displays.
	Scroll downward if needed.



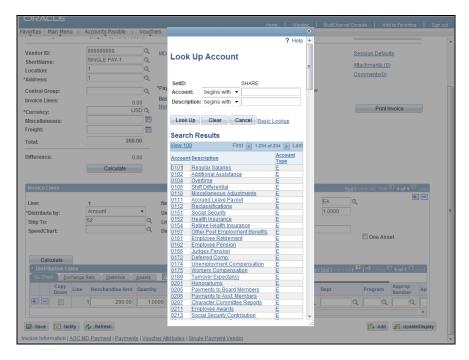


Step	Action
28.	Click the <b>52</b> link, or your court location number.
29.	The SpeedChart field with a PCA may be available for each court location (this will negate the need to enter the distribution line information).
	Enter the <b>SpeedChart</b> information, if known. If one does not exist or is unknown, follow the remaining steps.
30.	Scroll down to reveal additional fields.



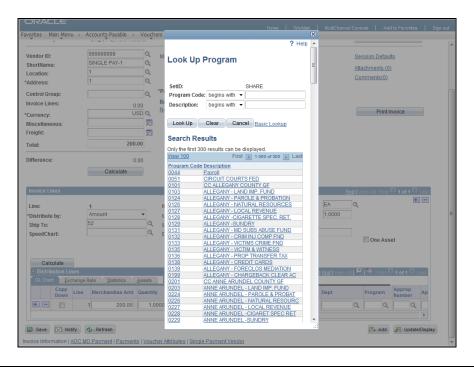
Step	Action
31.	Click the <b>Look up Account</b> button.





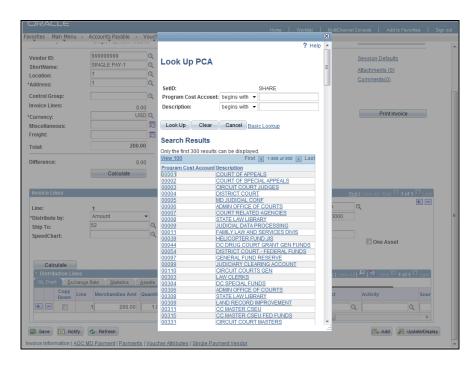
Step	Action
32.	The <b>Look Up Account</b> window displays.
	Enter the desired information into the <b>Account</b> field. Enter "54".
33.	Click the <b>Look Up</b> button.
34.	Click the <b>General Fund</b> link.  General Fund
35.	Enter the desired information into the <b>Batch Agy</b> field. Enter "C52".
36.	Enter the desired information into the <b>Fund</b> field. Enter "0001".
37.	Click the Look up Program (Alt+5) button.





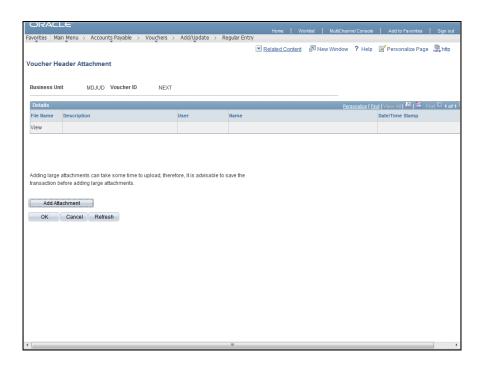
Step	Action
38.	The <b>Look Up Program</b> window displays.
	Enter the desired information into the <b>Program Code</b> field. Enter "52".
39.	Click the <b>Look Up</b> button.  Look Up
40.	Click the <b>5201</b> link. 5201
41.	Enter the desired information into the <b>Approp Number</b> field. Enter " <b>A5200</b> ".
42.	Scroll to the right to reveal additional fields.
43.	Enter the desired information into the <b>Approp Yr</b> field. Enter " <b>AY2014</b> ".
44.	Click the Look up PCA (Alt+5) button.





Step	Action
45.	The Look Up PCA window displays.
	Click the <b>DISTRICT COURT</b> link.  DISTRICT COURT
46.	Click the <b>Attachments</b> (0) link.  Attachments (0)

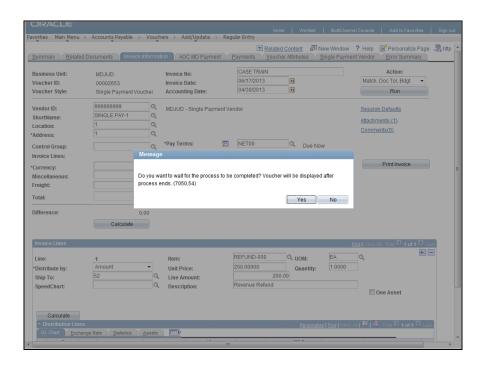




Step	Action
47.	The Voucher Header Attachment page displays.
	Click the Add Attachment button.  Add Attachment
48.	Click the <b>Browse</b> button.  Browse
49.	Once you find the appropriate document, select it and click the <b>Open</b> button.
	Note: This is where the court-approved document should be attached for DBF review.  Open
50.	Click the <b>Upload</b> button.  Upload
51.	Enter the desired information into the <b>Description</b> field. Enter " <b>Document for review</b> ".
52.	Click the <b>OK</b> button.
53.	Click the Save button.

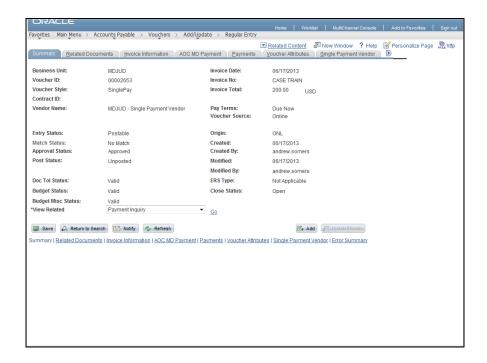


Step	Action
54.	Click the <b>Action</b> list.
55.	Click the <b>Budget Checking</b> list item.  Budget Checking
56.	Click the <b>Run</b> button.



Step	Action
57.	Click the Yes button.
58.	Click the <b>Summary</b> tab.  Summary





Step	Action
59.	The <b>Summary</b> tab displays.
	Review the Summary Page:
	Once the payment has been processed for budget checking, due to workflow which is setup for Accounts Payable, your Approval Status should be ' <b>Pending</b> .' This will now be routed through Workflow to the court supervisor for approval.
60.	You have successfully completed the <i>Processing Revenue Refunds</i> topic.
	You have learned how to:
	- process and review your revenue refunds  End of Procedure.
	End of Flocedule.

#### **Course Summary**



#### Congratulations!

You have successfully completed the AR230 Managing Customer Billing, Receivables and Customer Payments - District Court course. In this course, you have learned how to:

• Record revenue allocation and customer payments



- Process Local revenue disbursements
- Generate the Fund Allocation Report (FAR)
- Revenue Allocation Adjustments
- Process return of escrow
- Process bond forfeitures
- Process deferred payments
- Process bad checks (Case related)
- Process Revenue Refunds

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).

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